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INVENTORY OF THE COUNTY ARCHIVES
OF INDIANA

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

NO. 86. WARREN COUNTY(WILLIAMSPORT)

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*

Indianapolis, Indiana
The Historical Records Survey
December 1937

Allen County Public Library
Ellettsville, Indiana

PREFACE

This inventory of Warren County records constitutes a part of a general guide to the county archives of Indiana. It has been prepared by the Historical Records Survey of this state, operating as a separate project under the Works Progress Administration.

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The survey of state and local historical records in Indiana was instituted on February 19, 1936, as part of a nation-wide undertaking under the supervision of Dr. Luther H. Evans. Samuel J. Hagan, state archivist of the Indiana History and Archives Division of the State Library was assigned to lead the project as State Director. In the beginning the Survey was closely associated with the Writers' Project. On September 23, 1936, the Historical Records Survey was nominally as well as factually made independent of the Writers' Project. In general, it has from its very inception acted as a separate and independent unit of Federal Project No. 1.

The aim and purpose of the survey of county records in Indiana have been to furnish the officials of the local, state, and national governments, students of history, lawyers and genealogists, and the general citizenry interested in the county records, with a convenient tool for use in consulting them. It is the object of the Survey to make the valuable source materials that are to be found in the Indiana courthouses and other public buildings, available and more accessible to those who may be in need of them. It is our hope that the information contained in

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this inventory will arouse greater interest in state and local historical records and will encourage officials to continue the improvement of methods for the preservation and safekeeping of these records.

The field work of the survey of Warren County was begun on March 2, 1936, under the district supervision of James Taylor, of Lafayette, later succeeded by Canis E. Brockway. The field workers were Carl Fletcher, Buford Mann, Charles Herr, Lawrence Lashbrook, and Lawrence Sutton, all of Attica. It was completed on May 29, 1936. Many visits, however, have since been made to the county courthouse to check and recheck the information contained herein, the final recheck having been made in July, 1937.

There are ninety-two counties in Indiana. When the survey of county archives is completed a separate volume is to be devoted to each county inventory in the state. Warren County is No. 86.

The inventory proper is preceded by a number of introductory sections to enlighten the reader concerning facts and events forming the background and basis of the records. The entries for the record series are carried in consecutive numbering for the county. The bureaus are arranged in functional order: Governing boards; major administrative offices; judicial offices; and financial, educational, health, engineering, and other groups. Wherever applicable, natural groupings under separate headings are made within the bureau, and the entries are arranged thereunder also according to their functional sequence. A full and

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extensive index following the inventory will help the reader locate records with a minimum of inconvenience and effort.

The editing of this inventory has been conducted by an editorial staff of some forty men and women, whose labors we deeply appreciate and wish to recognize forthwith, captained by Harry A. Rider, editor; John R. Milligan in charge of accession and classifying; Louise Nation in charge of checking; Canis E. Brockway in charge of condensing; Julius Salzman, legal advisor; and Howard C. Underwood, historical research editor.

The original survey was made in the field under the direction of the State Director and carefully checked and compiled in the form of this inventory in the State Office. Of the industrious and painstaking devotment to his task of each and every person who had a part in the Survey we are keenly aware, and we regret that we cannot commend by name the services of all who have contributed to the publication of this volume.

The survey is indebted to county officials; to the State Works Progress Administration; to Kenneth E. Lancet, Acting Director of Women's and Professional Projects, who has rendered the Survey a great personal service in the administering of the project; and to Dr. Christopher B. Coleman, who has taken personal initiative and interest in behalf of the Survey in giving technical advice to the project.

E. J. Hagan, State Director

The Historical Records Survey

FOREWORD

A guide to county and township records in Indiana has long been needed by both local officials and the general public. The Historical Records Survey, a project of the Works Progress Administration, is the first attempt to supply this need. Few more useful fields of employment could have been found than the survey of local and state historical records, even though the work inevitably presented unusual difficulties. The completion of the survey of historical records in Indiana is a source of genuine satisfaction.

We are indebted first of all to the Works Progress Administration for providing for the survey and financing it. The National Director of the project, Dr. Luther H. Evans, assured a fruitful product of the work by ably outlining it and drafting the forms to be used by the field workers so as to insure the greatest completeness with the least likelihood of errors. He and his assistants have done all that was possible for this nation-wide survey. Samuel J. Kagan, State Director of Indiana, deserves great credit for his energy and ability in organizing the office and field forces which have carried out the project. To assemble and organize more than one hundred and fifty persons in a new line of work in which there were very few local precedents, and to complete the preliminary field work of a survey of the county records in all the ninety-two counties, at first, seemed almost impossible of accomplishment.

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An advisory committee has helped guide the work of the project; though no meetings were held, its members in many instances were a great help. A word of appreciation must be recorded here for the county officials who courteously gave the representatives of the survey access to their records in their offices and cooperated in the making of the survey. Especially is the state indebted to those officials who made possible the photographing of old records for preservation in a central depository.

CHRISTOPHER B. COLLIER

Director, Indiana Historical Bureau

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PART A. WARREN COUNTY AND ITS RECORDS SYSTEM

1. HISTORICAL SKETCH

Warren County, situated in the western part of the state, is bounded on the north by Benton County, on the east by White and Tippecanoe Counties, on the south by Fountain and Vermillion Counties, and on the west by the State of Illinois. It has an area of 368 square miles.

Warren County lies within the Wabash Valley, and western portions are slightly undulating. These portions - more than half the area of the county - are a part of the Indiana-Illinois Grand Prairie. Adjoining this prairie to the south and east is a high belt of rolling or hilly land, gradually descending to the bluffs lying along the Wabash River, which forms the southeastern boundary of the county. These bluffs often rise to a height of 150 feet. The area is drained by Big Pine Creek - the largest stream in the county - Little Pine, Kickapoo, Mud Pine, Opossum, and Jordan Creeks.

The English planted the first colony in America when they landed at Jamestown in 1607. The French founded Quebec a year later, and began a series of explorations to the west and south that eventually carried LaSalle to the mouth of the Mississippi River. On April 9, 1682, he claimed the entire river valley in the name of France, calling it Louisiana after his King. In Indiana, French trading posts had been established on the present sites of Fort Wayne, Lafayette, and Vincennes by 1733. Rivalry

between the French and English for possession of the Ohio and Mississippi Valleys led to the French and Indian War; and by the Treaty of Paris, February 10, 1763, Louisiana was ceded to Great Britain. The English took over the French posts in Indiana, and shortly after the outbreak of the American Revolution, General George Rogers Clark captured Vincennes. Virginia now claimed Louisiana and in 1784 ceded this vast empire to the United States Government. Three years later the Ordinance providing for the establishment of Northwest Territory was passed by Congress. In 1790, Knox County - composed of Indiana and parts of Ohio, Michigan, Illinois, and Wisconsin - was organized. Indiana Territory was set up in 1800, and in 1816, Indiana was admitted into the Union as a state.

When the French traders came up the Wabash River from Vincennes with whiskey and trinkets they found the Miami, Potawatomi, and the Illinois Kickapoos living within the limits of Warren County. In line with its policy of purchasing all Indian lands within the state, the United States Government entered into a treaty with the Miami and Potawatomi at St. Marys, Ohio, October 2, 1818. By this treaty, most of the state - including Warren County - was acquired by the Government and the lands opened for white settlement.

The first white man to set foot on the soil of Warren County was probably Zackariah Cicott, a French Canadian. Cicott, a fur-trader, would come up the Wabash River from Vincennes to trade with the Indians encamped on the present site of Independence,

It is probable that he made these trips as early as 1802. Cicott was also the first permanent white settler in the county. In 1817, he built a large log cabin just east of Independence on a tract of land granted him by the United States Government. He lived here until his death in 1850. The first land entries were made in December, 1820, by William and Jonas Soaman, John Blind, Benjamin Landon, and James Barnes entered land in the latter part of 1822, and before the end of 1824, John Black, Thomas Cunningham, Thomas Wright, Samuel Watkins, and Enoch Farmer were among those to purchase land within the area of Warren County. It is probable that most of those who made land entries became permanent settlers, although a few may have purchased land for speculative purposes.

Warren County was formed by an act of the General Assembly approved January 19, 1827, out of that part of Wabash County attached to Mountain County. The legal description of the new county was: "Beginning at the north east corner of Vermillion County, on the Wabash river, thence west to the state line, thence north to the line dividing townships twenty-three and twenty-four, thence east with said line to the western line of Tippecanoe county, thence south on the said western line of Tippecanoe county to the Wabash river, and thence with the meanders of said river to the place of beginning." (1)

The first county officials were chosen at an election held on June 23, 1827. James Cunningham was elected clerk and recorder, William F. Becket, sheriff, Enoch Farmer, treasurer, and Perrin Kent, surveyor; the associate judges were Nathaniel Butterfield

and Samuel E. Clark; and Edward Mace, Thomas Kearns, William Harrington, Thomas Boyd, and Thomas Cunningham constituted the board of justices, which at that time was vested with the duties and powers of the county commissioners.

Commissioners appointed to locate the county seat reported in March 1828 and selected the present site of Warrenton, on the Wabash River. This site, however, proved unsatisfactory, and an act of January 22, 1829, appointed commissioners to relocate the county seat. The next June the seat of government was moved to Williamsport, a few miles below Warrenton on the Wabash. The county was named in honor of General Joseph Warren, a hero of the American Revolution, who was killed at the battle of Bunker Hill.

The first session of the board of justices began November 5, 1829, and one of its first acts was to divide the county into four townships. At present, there are twelve townships in the county: Adams, Jordan, Kent, Liberty, Medina, Mound, Pike, Pine, Prairie, Steuben, Warren, and Washington.

The first term of circuit court was summoned to meet at the home of Enoch Farmer in May 1828. The presiding judge, John R. Porter, was absent and the court adjourned until September 25, 1828. The second term of court began May 7, 1829.

While the county seat remained at Warrenton the log house belonging to Enoch Farmer was used as courtroom and office for the transaction of county business. The first courthouse in Williamsport was a log cabin owned by William Harrison, the

proprietor of the town. This building was used until the fall of 1830 when another building belonging to Samuel Ullery, J. C. Irvin, Malinda Board, and Eliza C. Finch was rented for county business. In July 1832 the contract for the building of a brick courthouse, forty feet square and twenty-three feet in height, was let. This structure was completed June 1834, but was defective and soon the county officials had to look for other quarters. A building belonging to James Cunningham was next used for county purposes and in June 1845 two office rooms were built on the south side of the public square. In 1853, another building was erected to house the offices of clerk and recorder. In 1872, the contract was let for a new courthouse and the building was completed in December 1872. The next courthouse was constructed on the present public square in 1886, but was destroyed by fire January 20, 1907. The present building - a brick, stone-trimmed structure - was then erected on the same site.

The population of Warren County has been decreasing steadily since 1900, when the population was 11,371; according to the 1930 census there were 9,167 people living in the county. Of these, 149 were foreign born white and 17 were Negroes. The incorporated towns - Pine Village, State Line City, West Lebanon, and Williamsport - have also declined in size during the last few decades.

The chief source of income in the county is from agriculture, and the principal crops are corn and oats. Dairy farming is not extensively practiced, but poultry raising is becoming increasingly important. Not much attention is given to truck crops or fruit growing, with the exception of melons. Melons of a high quality

are produced over a large area of the county. There are no manufacturing establishments in the county. There is one coal mine in operation.

(1) Acts 1826-27, p. 14.

SOURCES

CLIFTON, THOMAS A. Past & Present of Fountain and Warren Counties. (989 pp. Indianapolis, Ind. A. W. Bowen & Co., 1913.)

Counties of Warren, Denton, Jasper, and Newton. (810 pp. Chicago, Ill., Battey & Co., 1883.)

PENCE, GEORGE, AND ARMSTRONG, NELLIE C. Indiana Boundaries: Territory, State, and County. (833 pp. Indianapolis, Ind. Indiana Historical Bureau, 1933.)

KIRTLEY, P. C. Preliminary Survey of County Planning Problems in Warren County. (18 pp. State Planning Board of Indiana. Typewritten, April 1936.)

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Warren County, with its county seat at Williamsport, is a subdivision of the State of Indiana for administrative, judicial, and political purposes. It is a creature of the general assembly and possesses only such powers of local government as are conferred by acts of the general assembly or are incident and necessary to carry out the provisions thereof. Created by the state, the county is subject to legislative control at any time and its powers may be amplified or diminished without its consent.

Warren County was organized by an act of the general assembly, effective Mar. 1, 1827. 1/ The present government, as it functions today, is the result of its development under the original Constitution of 1816, the present Constitution adopted in 1851 and as since amended, and more than a century of legislative action.

The county system of government is an inheritance from England and the American Colonies, whence pioneers in Indiana brought their customs and laws. Its beginnings in Indiana are found in the laws of the Northwest Territory, which recognized the counties already established, and provided for courts and administrative officers, as follows: General court of quarter sessions of the peace, county court of common pleas, 2/ and court of probate, 3/ commissioners, 4/ sheriff, 5/ coroner, 6/ recorder, 7/ treasurer, 8/ and circuit court. 9/

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These officers were appointed by either the Governor or the general court of quarter sessions.

The laws of Indiana Territory provided for additional offices; Surveyor, established in 1802; 10/ assessor, established in 1805, 11/ abolished in 1811; 12/ prosecuting attorney, established in 1810; 13/ and county agent, established in 1813 to convey and receive conveyances of public lands. 14/ In 1803 a new county tax levy law repealed the acts of 1795 providing for the appointment of commissioners and their powers devolved upon the court of quarter sessions. 15/ In 1805 the court of quarter sessions was abolished and its duties transferred to the court of common pleas. 16/ An act of December 31, 1813 abolished the court of common pleas and the old circuit court, and transferred all matters in its jurisdiction to the new circuit court, consisting of a president judge and, from the county, three associate judges, 17/ and the associate judges were authorized to transact all county business. 18/ In 1804 the office of treasurer was abolished and his duties transferred to the sheriff. 19/ It was reestablished in 1811 20/ and again abolished in 1813 and the sheriff acted as the treasurer. 21/

In the year 1816, Indiana was admitted to the Union and the constitution of that year provided for the election in each county of a clerk of the circuit court, 22/ recorder, 23/ sheriff, and coroner. 24/ All territorial laws, not inconsistent with the constitution, continued in force until they expired or were

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repealed. 25/

The general assembly, in 1817, established the board of commissioners, to transact county business, consisting of three members, elected by the voters of the county; 26/ provided for a treasurer, appointed by the board of commissioners; 27/ and in 1818 a surveyor, appointed and commissioned by the Governor of the state. 28/

In 1824, the board of commissioners was abolished, and its functions conferred upon the justices of the peace of the county, who constituted the board for doing county business, 29/ until the board of commissioners was reestablished in 1831. 30/

Upon its organization in 1837, the government of Warren County followed the form outlined above. In 1831 the general assembly made the surveyor an appointee of the board of commissioners, 31/ and established the offices of prosecuting attorney 32/ and school commissioner, the latter a financial agent in control of school lands and funds. 33/ Further increases in the number of county agencies were made in 1841 with the addition of auditor, 34/ assessor, 35/ appraiser, 36/ and a board of review, composed of the board of commissioners, auditor, and assessor, to review tax assessments. 37/ Also in 1841, the treasurer became an elective officer. 38/ This system remained the administrative system of Warren County until the Constitution of 1851.

As the state grew, there was much dissatisfaction with the Constitution of 1850, but repeated attempts to change it did not

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succeed until 1859, when a constitutional convention was called which framed a new constitution. 39/ This constitution was submitted to the qualified voters of the state and adopted in 1851, proclaimed by the Governor to be effective on November 1, 1851, and with amendments, remains the Constitution of Indiana. 40/

The first session of the general assembly after the adoption of the new constitution enacted a general code known as the Revised Statutes of 1852 and, with certain exceptions, 41/ repealed all previous laws, thereby abolishing the assessor and school commissioner, substituting the appraiser for the assessor in the board of review, and dividing the duties of the school commissioner between the auditor and the treasurer. 42/

Each county is a political subdivision of the state and has an individual governmental organization. Although the Constitution of 1851 forbids special legislation, 43/ and the general outline of the organization of county government remains the same, the general assembly has provided the necessary variations to take care of local needs and conditions in the several counties. These variations lie chiefly in the number of officers and courts provided for counties within classifications based upon population. Urban and rural areas obviously cannot be governed by the same number of officers. Each county has the constitutional officers, but the statutory officers vary in number, powers, and duties. The latter officers may be compulsory in all counties, or they may be optional and therefore

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established in only a few instances; others are authorized in only certain classes of counties, though the class may include only one county.

Indiana stands alone among the states of the Union in having a dual system of county governing boards, 44/ since the establishment in each county of a county council in 1899. 45/ Each county is governed by a board of commissioners and a county council. The duties of these agencies, with technical distinction, are enumerated in their proper places below.

From the beginning of the present century a tendency toward centralization of power in the hands of state authorities has taken from county officials many of their powers and duties and has greatly lessened the scope of those remaining. In older fields of finance, roads, and education, the state's supervision has greatly increased, and the creation of newer state departments such as police, food and fire inspection, and public welfare, has caused heavy removal of local responsibility and control.

Present Administration of Warren County

The Constitution of 1851 reorganized the governmental structure, enlarging the number of constitutional officers to be elected by the people of the county, as follows: 46/

Clerk of the circuit court, who keeps all the records of the proceedings and business of the circuit court, serves ex

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officio as registration officer and member of the county election boards, and also performs certain duties of administrative character.

Recorder, who makes and preserves a public record of all legal documents, both official and private, as may be prescribed by law.

Sheriff, who is conservator of the peace, serves summons, and executes orders of the circuit court and county boards.

Coroner, who holds inquests in all cases of death by violence or accident or of suspicious circumstances.

Treasurer, who receives and disburses all county moneys including the collection of taxes, and is ex officio a member of the board of review.

Auditor, who is the financial agent of the county and compiles the county budget estimates, prepares the tax duplicates, and serves as clerk and member of several county boards.

Surveyor, who has charge of all surveying and civil engineering work of the county, including the maintenance of drainage systems. 47/

The constitution empowers the general assembly to provide for the election or appointment of such other officers as may become necessary, 48/ and to confer on boards doing county business powers of a local, administrative character. 49/ Under this authority the general assembly has from time to time established the following statutory officers and boards:

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Board of commissioners, the leading governing body of the county, often called the "county board", reestablished in 1852. It consists of three members elected for terms of three years. The board furnishes and maintains county buildings and grounds, administers the financial transactions of the county, and is responsible for the maintenance of county highways. 50/

County council, another governing body created in 1898 51/ to control the finances of county government. This council consists of seven members, elected for terms of four years. The council has power to fix the tax rate for county purposes and for all purposes where the rate is not fixed by law and is required to be uniform thro'out the county, and to adopt the county budget, the exclusive right to make appropriations from the county treasury, and the exclusive power to authorize the borrowing of money and the issuing of bonds. 52/

Superintendent of schools, 1873, 53/ who has general superintendence of all schools of the county outside of incorporated cities and towns. 54/ Elected by the township trustees, 55/ he is ex officio a member and president of the county board of education. 56/

Board of education, in 1873, 57/ consisting, since an amendment of 1877, of the superintendent of schools, township trustees, and the chairman of school trustees of each city and town of the county. The board is charged with the maintenance of the schools and school property, and purchases school supplies. 58/

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Health commissioner, in 1909, appointed by the board of commissioners to enforce the health laws. 50/

Assessor, in 1891, 60/ who oversees the assessment of real and personal property, 61/ and appraises estates for inheritance taxes. 62/ He is elected by the voters of the county, 63/ and is ex officio a member and president of the board of review. 64/

Board of review, in 1891, whose members are the assessor, auditor, and treasurer, 65/ and, by an amendment of 1919, two freeholders of opposite political parties, appointed by the judge of the circuit court. 66/ This board equalizes tax assessments as between townships or other taxing units and between individual property owners. 67/

Board of finance, in 1907, consisting of the board of commissioners, with the auditor as secretary. 68/ This board has the custody of county funds and selects the depositories. 69/

Agricultural agent, in 1913, who, under the supervision of Purdue University, conducts farmers' institutes and other movements for the advancement of agriculture and country life. He is appointed by the director of agricultural extension service of Purdue University, subject to the approval of the state board known as the county agricultural agent board. 70/

Highway supervisor, in 1908, who supervises, under the direction of the board of commissioners, the repair and maintenance of all county highways. The board of commissioners makes the appointment and may appoint the surveyor as highway supervisor. 71/

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The board of commissioners of Warren County has appointed an extra officer as highway supervisor.

Board of tax adjustment, 1932, consisting of seven members 72/ who, by an amendment of 1937, are: One member of the county council, chosen by the council; the mayor of the largest city in the county or any public official of any city in the county, appointed by the mayor of the largest city of the county; one member of the county board of education, selected by such board; and four freeholders appointed by the judge of the circuit court. The board examines the tax levy and the corresponding items of the budget, and adjusts the tax rate so that it shall not exceed, in any municipal corporation the total tax rate prescribed by law. 73/

School fund board, in 1933, consisting of three members-- auditor and the clerk of the circuit court, ex officio, and one member appointed by the judge of the circuit court. The board approves all loans from the common school and the congressional township school funds. 74/

Department of public welfare, in 1933, 75/ comprising the board of public welfare, consisting of five members appointed by the judge of the circuit court, and the director of public welfare, appointed by the board. 76/ The department administers the provisions and benefits of the public welfare act. 77/

Registration officer, in 1933, who is the clerk of the circuit court ex officio. He conducts the registration of voters. 78/

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Board of election commissioners, in 1880, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for general elections. 79/

Board of canvassers, in 1905, consisting of the election commissioners. 80/ The board canvasses, tabulates, and compiles the election returns of the county 81/ and certifies the candidates elected. 82/

Board of primary election commissioners, in 1915, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for primary elections. 83/

Judicial

The judicial system of Warren County, as of other Indiana counties, is prescribed by the constitution and subsequent acts of the general assembly. The constitution authorized and directed that the state be divided into judicial circuits. 84/ Warren County constitutes the twenty-first circuit, established in 1929. 85/ Previously, it was part of a judicial circuit to which adjoining counties were attached. The constitution further provided for the election of a judge 86/ and a prosecuting attorney for the circuit, 87/ and a clerk of the circuit court. 88/ The Warren Circuit Court has original exclusive jurisdiction in all cases, criminal, civil, probate, and juvenile,

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except where exclusive or concurrent jurisdiction is conferred by law upon justices of the peace, and such appellate jurisdiction as is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings, where exclusive jurisdiction thereof is not conferred by law upon some other court or office. 89/

Records System

The records of Warren County began with its creation in 1827. The establishment of each of the county offices and bureaus inaugurated their records which were kept in such fashion as the incumbents saw fit, following in the main the directions of the general assembly under the provisions for each respective office. In 1900, the general assembly established the state board of accounts, which formulates, prescribes, and installs systems of accounting and reporting which are uniform for every public office of the same class. 90/ Under this law some of the records were combined to eliminate separation, duplication, and overlapping. The board also permits the use of bound loose-leaf records in almost all cases where the records are typed. The quality of the paper and ink and the binding and rebinding practices are left to the judgment of the board of commissioners, except that a good quality is required.

Whenever it may be necessary for the preservation of the records of any office, it is the duty of the board of commissioners to issue an order directing the officer in

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charge to copy and transcribe the records. 91/

In event of the loss or destruction, in whole or in part, of any of the county records, the board of commissioners shall send a certified list of such records furnished by the state to the Governor, who shall replace them, and such records compiled in the county shall be restored, if possible, from original documents by the proper office. If impossible, new records shall be made by evidence taken from parties having knowledge of the facts concerned, by either the proper office or a commissioner appointed by the board of commissioners for that purpose. 92/

In 1929 a law was passed permitting county officials, at their discretion, to turn over to the archives division of the state library for permanent preservation, any official books, records, documents, original papers, newspaper files, or printed books and material not in current use in their offices, 93/ This law is optional and has been ineffectual. County officials are loath to part with records, even when no longer in use and in spite of lack of storage space, anticipating a possible call for them. Consequently, they have only occasionally availed the selves of this provision for permanent preservation of their old records.

The recorder and other county officers, by an act of 1927, are authorized to record deeds, mortgages, and other instruments by any approved photographic process adopted by the board of

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commissioners. 94/

In 1937, the general assembly authorized the director of the state library, at his discretion, to make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material in any county, city, or other public office, for preservation in the state archives. All public officials must permit copies to be made of the books, records, documents, and papers in their respective offices. 95/

- 1/ Acts 1826-27, p. 14,
- 2/ Laws, H. W. Terr., Acts 1780, ch. 2, pp. 4, 7.
- 3/ Ibid., ch. 3.
- 4/ Ibid., Acts 1397, p. 201, sec. 1-2.
- 5/ Ibid., Acts 1730, ch. 2, p. 0.
- 6/ Ibid., Acts 1704, ch. 9, p. 24.
- 7/ Ibid., Acts 1790, p. 197, sec. 1.
- 8/ Ibid., Acts 1702, ch. 2, sec. 6.
- 9/ Ibid., Acts 1798, pp. 150-57, sec. 9.
- 10/ Laws, Ind. Terr., Acts 1802, ch. 25, sec. 1.
- 11/ Ibid., Acts 1808, ch. 32, sec. 1.
- 12/ Ibid., Acts 1811, ch. 35, sec. 17.
- 13/ Ibid., Acts 1810, ch. 10, sec. 5.
- 14/ Ibid., Acts 1813, ch. 10, sec. 2.
- 15/ Ibid., Acts 1808, ch. 7, secs. 9-12, 14, 17, 20, 23.
- 16/ Ibid., Acts 1805, ch. 19, sec. 1.
- 17/ Ibid., Acts 1812-14, ch. 29, secs. 1-4.
- 18/ Ibid., Acts 1812-14, ch. 29, sec. 2. Acts 1814, ch. 14, sec. 3.
- 19/ Ibid., Acts 1803, ch. 7, sec. 22.
- 20/ Ibid., Acts 1811, ch. 57, sec. 4.
- 21/ Acts 1813, ch. 8, secs. 23-26.
- 22/ Const., 1810, art. 5, sec. 6.
- 23/ Ibid., art. 11, sec. 10.
- 24/ Ibid., art. 4, sec. 25.
- 25/ Const., 1810, art. 12, sec. 4.
- 26/ Acts 1816-17, ch. 15, sec. 1.
- 27/ Ibid., ch. 17, secs. 1-2.
- 28/ Acts 1817-18, ch. 30, sec. 1.
- 29/ Rev. Laws 1824, ch. 13, secs. 1, 11, 16-17.
- 30/ Rev. Laws 1831, ch. 20, secs. 1, 12, 14.

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- 31/ Ibid., ch. 102, sec. 1.
 32/ Ibid., ch. 10, sec. 2.
 33/ Ibid., ch. 30, sec. 6.
 34/ Acts 1841, ch. 2, sec. 1.
 35/ Ibid., ch. 3, sec. 1.
 36/ Ibid., ch. 1, sec. 1.
 37/ Ibid., ch. 1, sec. 10.
 38/ Ibid., ch. 4, sec. 1.
 39/ Acts 1840, ch. 21, sec. 3.
 40/ Mettleborough, Charles. Constitution Making in Indiana.
 Vol. 1, p. 222.
 41/ Laws dealing with twenty subjects were exempted from their
 repeal, but they did not effect the governmental organization of
 the county.
 42/ 1 Rev. Stat. 1852, ch. 35, sec. 2; ch. 32, sec. 1; ch. 98,
 sec. 183.
 43/ Const., art. 4, sec. 32.
 44/ Snider, Clyde Frank. County and township government in
Indiana. P. 4.
 45/ Acts 1899; Burns 26-501; Baldwin 5365.
 46/ Const., art. 6, sec. 2.
 47/ For citations, see the legal status essays of these
 offices in Part B. of this inventory.
 48/ Const., art. 6, sec. 3.
 49/ Const., art. 6, sec. 10.
 50/ 1 Rev. Stat. 1852, Acts 1852; Burns 26-501; Baldwin 5215.
 1 Rev. Stat. 1852, Acts 1853; Burns, 1857 suppl., 26-520; Baldwin,
 1855 suppl., 5236. Acts 1910; Burns 36-301; Baldwin 6359.
 51/ Acts 1899; Burns 26-501; Baldwin 5365.
 52/ Acts 1899; Burns 26-515, 26-520; Baldwin 5370, 5384.
 Acts 1899, 1921, 1929; Burns 26-502; Baldwin 5386.
 53/ Acts 1878, ch. 25, sec. 2.
 54/ Acts 1899; Burns 27-704; Baldwin 5388.
 55/ Acts 1899, 1911, 1921; Burns 27-704; Baldwin 5391.
 56/ Acts 1878, 1877; Burns 30-501; Baldwin 5383.
 57/ Acts 1878, ch. 25, sec. 3.
 58/ Acts 1878, 1877; Burns 20-501; Baldwin 5383.
 59/ Acts 1891, 1903; Burns 35-102, 35-111; Baldwin 6402, 6405.
 60/ Acts 1891, ch. 30, sec. 112.
 61/ Acts 1818; Burns 64-1103; Baldwin 15696.
 62/ Acts 1891, 1893; Burns 9-2403; Baldwin 15646.
 63/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696.
 64/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.
 65/ Acts 1891, ch. 30, sec. 114.
 66/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.
 67/ Acts 1919; Burns 34-1105; Baldwin 15704.
 68/ Acts 1897, ch. 282, sec. 6, Acts 1937; Burns, 1937 suppl.,
 61-62; Baldwin, 1937 suppl., 1564-60.
 69/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl.,
 15644-57.

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- 70/ Acts 1918, 1923, 1927, 1937; Burns 1937 suppl., 26-4911; Baldwin, 1937 suppl., 6157.
- 71/ Acts 1918; Burns 36-1101, 36-1110; Baldwin 6695, 3708.
- 72/ Acts 1932 (S. C. Sess.), ch. 19, sec. 4.
- 73/ Acts 1937; Burns, 1937 suppl., 76-310, 64-311; Baldwin, 1937 suppl., 15097-4, 15097-5.
- 74/ Acts 1935, 1936; Burns, 1937 suppl., 28-259; Baldwin, 1935 suppl., 6456.
- 75/ Acts 1936 (Spe. Sess.); Burns, 1937 suppl., 52-1117; Baldwin, 1937 suppl., 14073-15.
- 76/ Acts 1936 (Spe. Sess.), 1937; Burns, 1937 suppl., 52-1113, 52-1114; Baldwin, 1937 suppl., 14073-19, 14078-20.
- 77/ Acts 1936 (Spe. Sess.); Burns, 1937 suppl., 52-1120; Baldwin, 1937 suppl., 14073-21.
- 78/ Acts 1933, 1935; Burns, 1937 suppl., 25-303; Baldwin, 1935 suppl., 7304.
- 79/ Acts 1932; Burns 29-1102; Baldwin 7103.
- 80/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.
- 81/ Acts 1905; Burns 29-1401; Baldwin 7330.
- 82/ Acts 1905; Burns 29-1405; Baldwin 7331.
- 83/ Acts 1915, 1917; Burns 29-304; Baldwin 7157.
- 84/ Const., art. 7, sec. 9.
- 85/ Acts 1935; Burns 4-332; Baldwin, 1935 suppl., 1413-1.
- 86/ Const., art. 7, sec. 9; Acts 1931 (Spe. Sess.); Burns 4-331; Baldwin, 1935.
- 87/ Const., art. 7, sec. 11. 2 Rev. Stat. 1852; Burns 49-2551.
- 88/ Const., art. 3, sec. 1. 2 Rev. Stat. 1852; Burns 49-2701; Baldwin 1427.
- 89/ Const., art. 7, sec. 9. Acts 1931 (Spe. Sess.); Burns 4-333; Baldwin 1997.
- 90/ Acts 1909; Burns 60-202, 60-224; Baldwin 13353, 13375.
- 91/ Acts 1977; Burns 36-834; Baldwin 5530.
- 92/ 2 Rev. Stat. 1852, Acts 1883; Burns 57-101 to 57-120; Baldwin 1164 to 1181. Acts 1881; Burns 57-130 to 57-210; Baldwin 1165 to 1187. Acts 1903; Burns 57-125, 57-211 to 57-214; Baldwin 1197, 1192 to 1195.
- 93/ Acts 1923, 1937; Burns, 1937 suppl., 63-330; Baldwin, 1937 suppl., 10237.
- 94/ Acts 1927; Burns 49-3207; Baldwin 14637.
- 95/ Acts 1923, 1937; Burns, 1937 suppl., 63-330; Baldwin, 1937 suppl., 10237.

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HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

The Warren County courthouse in Williamsport, was built in 1907, of yellow brick and limestone. It extends 100' in length, 70' in width, and 40' height, exclusive of the dome which rises above the center of the building. An unusual feature of its construction is that no storage space is allotted to the offices; instead, the four major offices--the clerk, the recorder, the treasurer, and the auditor--have two vaults each, one of each being located on the first floor, beneath the second floor vaults which adjoin the offices. These vaults are of fireproof construction, having concrete floors, and ceilings and walls plastered over metal laths; the offices differ from the vaults in having wooden floors. Lighting and ventilation are well regulated, and adequate provision is made for users of the records in all rooms, except for the treasurer's and the auditor's first floor vaults. In addition to the vaults described, the offices of the assessor, the surveyor, and the highway supervisor are located on the first floor; the offices of the clerk, the recorder, the sheriff, the treasurer, and the auditor, on the second floor; and the offices of the superintendent of schools and the agricultural agent, on the third floor.

Board of Commissioners

One per cent of the records of the board of commissioners are in the clerk's second floor vault, 9% in the auditor's office,

Housing, Care, and Accessibility of the Records

64% in the auditor's second floor vault, and 26% in the auditor's first floor vault.

County Council

All the records of the county council are in the auditor's second floor vault.

Clerk of the Circuit Court

The clerk's office lies at the northeast corner of the second floor. No details on this room, which houses 37% of the clerk's records and 33% of the records of the circuit court, are available at present. The vault adjoining the office is 27' by 17' by 12'. Five hundred and twenty-six feet of volumes and 203' of unbound records in file boxes 11" deep are housed here. Expansion of the records will require more shelving, although the present metal shelving is adequate for present needs. Fifty-nine per cent of the clerk's records; portions of the records of the board of commissioners, the circuit court, the coroner, the registration officer, and the health commissioner; and all the records of the board of primary election commissioners, the board of canvassers, and the board of election commissioners are in this room. The recorder's second floor vault houses the remainder of the clerk's records.

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Recorder

All the recorder's records, together with portions of the the records of the clerk and the circuit court, are in his vault, adjoining his office on the east side of the second floor. This vault, which is 17' square, contains 100' of volumes and 20' of unbound records in file boxes 11" deep. The shelving allows small space for expansion, but no space for additional shelving can be obtained. This, however, presents no great problem, since the recorder's first floor vault is now unoccupied.

Circuit Court

Thirty-eight per cent of the records of the circuit court are in the clerk's office, 60% in the clerk's second floor vault, and 1% in the recorder's and the auditor's second floor vaults.

Sheriff

The sheriff's office, on the east side of the second floor, is 15' by 17' by 11'. All the sheriff's records--2' of bound and 3' of unbound records--are kept here. The shelving, of steel construction, is wholly occupied, but ample space for additional shelving can be obtained.

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Coroner

The coroner's office is located at present in the residence of the incumbent, Dr. A. J. Devanish, at 114 Washington Street, Williamsport. One bundle,--20" by 12" by 6"--of unbound records is kept here. The remainder of the records are in the clerk's record floor vault.

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Prosecuting Attorney

All the records of the prosecuting attorney are in the auditor's second floor vault.

Assessor

Though all the assessor's records are in the auditor's second floor vault, his office, at the northwest corner of the second floor, houses 5/6 of the auditor's records. The office is 21' by 20' by 12'; it contains 19' of volumes and 2' of unbound records in file boxes of various depths. Space for additional shelving which is needed, can be obtained.

Board of Review

All the records of the board of review are in the auditor's second floor vault.

Board of Tax Adjustment

All the records of the board of tax adjustment are in the

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auditor's second floor vault.

Board of Finance

Fifty per cent of the records of the board of finance are in the treasurer's second floor vault, and 25% each are in the treasurer's first floor vault and the auditor's second floor vault.

School Fund Board

All the records of the school fund board are in the auditor's second floor vault.

Treasurer

A few of the auditor's records only are in the treasurer's office [For which no details are available.] His second floor vault, 17' by 14' by 12', adjoins his office on the east side of the second floor. It is equipped with 214' of steel shelving, partially occupied by 166' of volumes and 42' of unbound records in file boxes 16" deep. Eighteen per cent of the treasurer's records and portions of the records of the board of finance are housed here.

His first floor vault lies directly beneath his second floor vault. Measuring 14' by 6' by 10', it contains 167' of bound and 16' of unbound records. Here also ample space is available on the present shelving--constructed of wood--for

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expansion of the records. Seventy-one per cent of the treasurer's records, as well as those of the board of finance, are housed here. Four per cent of the treasurer's records are in the auditor's second floor vault and 7% in his first floor vault.

Auditor

The auditor's office lies at the southwest corner of the second floor. No details on the office are available at present~~7~~. The second floor vault, directly north of the office, is 26' by 13' by 12', and is equipped with 292' of shelving, on which are 285' of volumes and 7' of unbound records in file boxes 10" deep. No space can be obtained here for additional shelving which would be easily accessible.

The first floor vault, lying directly beneath the other and identical with it in size, houses 52' of volumes and 69' of unbound records. The congestion in this room is due chiefly to poor arrangement of the records; rearrangement would allow sufficient space for additional shelving.

Less than 1% of the auditor's records and a portion of the records of the board of commissioners are in the auditor's office. In the second floor vault are 19% of the auditor's records; portions of the records of the board of commissioners, the circuit court, the board of finance, the treasurer, and the registration officer; and all the records of the county council, the prosecuting attorney, the assessor, the board of

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of review, the board of tax adjustment, and the school fund board. In the first floor vault are 72% of the auditor's records, and portions of the records of the board of commissioners, the treasurer, and the highway supervisor. Five per cent of the auditor's records are in the assessor's office and 4% in the treasurer's office.

Registration Officer

Ninety-nine per cent of the registration officer's records are in the clerk's second floor vault and 1% in the auditor's second floor vault.

Board of Primary Election Commissioners

All the records of the board of primary election commissioners are in the clerk's second floor vault.

Board of Canvassers

All the records of the board of canvassers are in the clerk's second floor vault.

Board of Election Commissioners

All the records of the board of election commissioners are in the clerk's second floor vault.

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Superintendent of Schools

The office of the superintendent of schools is located on the south side of the third floor. In this room, whose dimensions are 22' by 16' by 12', 46' of volumes and 15' of unbound records in file boxes 14" and 30" deep are housed. The wooden shelving allows little space for expansion of the records, but space in the room is available for the installation of more shelving. All the records of the superintendent of schools are here.

Health Commissioner

The health commissioners' office is located at present in the residence of the incumbent, Dr. Delaney, on Mill Street in Williamsport. Here are kept 7' of volumes; in general, conditions of housing are good. These comprise 11% of the health commissioners' records, the other 89% being in the courthouse, in the clerk's second floor vault.

Department of Public Welfare

The office of the department of public welfare occupies a room on the second floor of the Ridenour building, on Main Street in Williamsport. The office is 20' square; it has a wooden floor, plastered walls, and a plastered ceiling; and its ventilation and lighting are satisfactory. Wooden shelving houses 1' of volumes, and 3' of unbound records are kept in a

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filing cabinet; a sufficient amount of space is left for future records. Adequate accommodations are provided for users of the records of the welfare department, all of which are kept here.

Surveyor

In the courthouse, an office at the southeast corner of the first floor is occupied by the surveyor. The office, 20' by 16' by 10', houses 20' of volumes and 10' of unbound records. Both volumes and unbound records are kept in cabinets, some of which are constructed of wood and some of steel. Space for expansion of the records can be obtained with the present equipment. All the records of the surveyor are housed in this office.

Highway Supervisor

The highway supervisor's office is located on the southwest corner of the first floor, opposite the surveyor's office. It measures 17' by 15' by 10' and contains 4' of volumes and 10' of unbound records in file boxes 12" deep. The present equipment houses these adequately, permitting expansion. Nine per cent of the highway supervisor's records are in this room, and 91% in the auditor's first floor vault, which adjoins the highway supervisor's office.

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Agricultural Agent

The office of the agricultural agent occupies the southeast corner of the third floor. Having dimensions of 20' by 17' by 12', it houses 10' of volumes and 21' of unbound records in file boxes 10" deep. Additional shelving can be installed when needed. All the records of the agricultural agent are kept here.

4. LIST OF ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

The Style Manual of the United States Government Printing Office is the authority followed herein.

Acts	<u>Session</u> Law of the State of Indiana (can only be referred to by binder's title, Acts).
agr. agt.	agricultural agent, agricultural agent's
alph.	alphabetical, alphabetically
arr.	arranged
art.	article
ass.	assessor, assessor's
aud.	auditor, auditor's
Baldwin	BALDWIN, WILLIAM EDWARD, editor. <u>Baldwin's Indiana Statutes Annotated 1934, complete in one volume, containing all general laws to January 1, 1934 together with annotations from decisions of the Supreme and appellate courts. (Cleveland, Ohio. Banks-Baldwin Law Publishing Co., [1934].)</u> With supplements May 1935 and May 1937. (The year is given in references only in citations to supplements. Numbers refer to sections which run in one continuous, consecutive series.)
bdl.	bundle
blg.	building
bemt.	basement
Burns	BURNS, WILLIAM, editor. <u>Annotated Indiana Statutes containing all acts of a general and public nature in force September 1, 1933.</u> (12 vols. Indianapolis, Ind. The Bobbs- Merrill Company, [1933, 1934, 1935. 1937].) With supplement 1937 in pocket in cover of each volume. (The year is given in references only in citations to supplements. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns 1:iii-iv.)

List of Abbreviations, Symbols, and Explanatory Notes

c	copyright (before date)
C. C.	County Courthouse
ch.	chapter
chron.	chronological, chronologically
clk.	clerk, clerk's
Const.	Constitution of Indiana (refers to present constitution unless date follows)
hdm.	handwritten
hlth. comr.	health commissioner, health commissioner's
<u>ibid.</u>	ibidem (same reference as that immediately foregoing)
Ind.	Indiana: Indiana Reports (when preceded by the volume number, reference is to the official state court reports).
Laws Ind. Terr.	Laws of Indiana Territory, The: 1801-1809.
Laws N. W. Terr.	Laws of the Northwest Territory, The: 1786-1800.
mi.	mile
no., nos.	number, numbers
off.	office
p., pp.	page, pages
pros. atty.	prosecuting attorney, prosecuting attorney's
pt.	part
publ. wfr.	public welfare
pvt.	private
rec.	record
recr.	recorder, recorder's
Rev. Laws	Revised Laws of Indiana

List of Abbreviations, Symbols, and Explanatory Notes

Rev. Stat.	Revised Statutes of Indiana
rm.	room
sec.	section
shf.	sheriff, sheriff's
spe. sess.	special session
stat.	statutes
stg.	storage
suppl.	supplement
sur.	surveyor, surveyor's
supr.	superintendent, superintendent's
tr.	treasurer, treasurer's
twp.	township
U. S.	United States
vol., vols.	volume, volumes
--	current
'	foot, feet
"	inch, inches (omitted after dimensions in entries)
x	by

Other abbreviations in common use are occasionally used.

Explanatory Notes

The inventory of the records of each bureau is preceded by an essay explaining its legal status and functions. As a comparative basis for the dates of the records, the inception date

List of Abbreviations, Symbols, and Explanatory Notes

of each office may be taken as either the date of the organization of the county or, if the office was established later, the year of the act inaugurating it.

Entries are grouped under an outline classification, using headings and subheadings according to relative functions. Every entry has two parts or paragraphs: Title and description. Occasionally an entry may have a third (cross-reference) paragraph.

I. The title paragraph consists of:

Entry number. The entries are numbered consecutively.

Exact title (in capitals and small capitals) as it appears on the record. Titles enclosed in brackets are supplied by The Historical Records Survey, if the volume or file bears no title. Supplementary titles (in capitals and lower-case letters), enclosed in brackets, are also supplied where it is necessary to explain the types of records more fully, or where the exact title borne by the record is incorrect or misleading.

Dates of the period covered by the record, showing inclusive beginning and ending dates by years only. In a divided year, the month and day are given unless unascertainable. A dash in place of an ending date denotes a continuous open record.

Quantity.

Markings, if a series or a part of a series. Where the entry consists of one unit, marked 1, the marking is omitted; if otherwise marked, except by dates, marking is given. If the marking is inconsistent or confusing, the notation "labeling varies"

List of Abbreviations, Symbols, and Explanatory Notes

or "numbering varies" follows the quantity.

Missing volumes.

Subtitles or variations in title.

II. The description consists of:

A complete description of the record, the contents, and its purpose, with a resume of the column headings or subjects treated.

Method of arrangement or indexing, if any.

Nature of recording. Modern records are almost exclusively in printed form, filled in by hand or typewriter as stated in entry.

Condition. If good or excellent, it is omitted.

Number of pages averaged for a series.

Size, in the order of height, width, and depth, averaged for a series, is given in inches; hence the inch sign is omitted.

Location. The place of custody (the room in which the records are located) is given in the entry, and refers to the courthouse unless another building is specified.

III. Cross references are made to other entries:

For records which have related functions.

For records having earlier or later recordings under a different title or type of record.

For records on which supplementary information may be found in other entries.

When an entry contains more than one type of record, all the data are given in a master entry under the actual title or under a complete title, if supplied, with reference to subordinate entries for each part. The subordinate entries consist of title,

(Text entry 1, page 40)

PART B. COUNTY OFFICES AND THEIR RECORDS

I. BOARD OF COMMISSIONERS

The board of commissioners is a statutory body comprising three members 1/ elect for terms of three years. The county is divided into three districts from each of which one member is elected by the electorate of the entire county. 2/ Terms are so arranged that no two members take office in the same year. 3/

Warren County has had a board for doing county business since 1827, the date of its organization. For the first four years it was composed of five justices of the peace, under the authority of an act of 1824 which constituted a board of justices of the peace the board for doing county business 4/ and conferred upon it the powers and duties originally conferred upon the board of commissioners of the several counties by an act of 1817. 5/ An act of 1831 established the board of commissioners consisting of three elective members 6/ in its present form, and the revised statutes of 1852 confirmed it. 7/

The board is the administrative agency of the county and exercises all powers for the transaction of county business conferred by law. 8/ In 1899 the fiscal powers were vested exclusively in the county council, which was then created. 9/

The board of commissioners is a body corporate and politic by the name and style of "The Board of Commissioners of the County of Warren", and as such, and in such name, may sue and be sued, possessing duties, rights, and powers incident to corporations. 10/

It meets in regular sessions beginning on the first Monday of every month 11/ and in special sessions called for specifically stated business by the auditor, its clerk ex officio, 12/ or, in case of death or disqualification, by the clerk of the circuit court or recorder, respectively. 13/ Any two members constitute a quorum to do business. 14/

Its principal functions are: Control of county property, allowance of claims against the county, auditing accounts of all officers handling county money, 15/ and exercise of the right of eminent domain. 16/ Other powers, in specific instances, have been conferred upon the board by the legislature: Letting of contracts for county buildings; 17/ purchase of materials and supplies; 18/ supervision of maintenance of roads, bridges, and culverts; 19/ preparation of the annual budget estimates; 20/ abolition or change of township or precinct boundary lines; 21/ establishment and maintenance of libraries 22/ and hospitals; 23/ authorization of payment of bounties; offering of rewards; 24/ and authorization of subscription to and preservation of public newspapers printed in the county. 25/

Besides its administrative functions, the board sits as a court in the trial of causes concerning county business. For the transaction of business it adopts its own regulations, but for court sessions it must comply, so far as practicable, with the rules for conducting business in the circuit court. 26/ Appeals from its decisions can be taken to the circuit court pursuant to statute. 27/

The commissioners, by virtue of their office, were constituted a board of turnpike directors by an act of 1879, for the management and control of all free turnpikes in the county. Each director had personal supervision of his district. The powers of the board were to appoint suitable persons to supervise the work of repairs, contract for labor materials, and enter upon lands to take gravel, giving certificates in payment. The board appointed its clerk, 28/ until an act of 1905 made the auditor ex officio the clerk. 29/ This board was abolished in 1913, and the highways were placed in charge of a superintendent of highways appointed by the commissioners. 30/ This office was likewise abolished twenty years later. The supervision of highways became a duty of the surveyor, 31/ unless the commissioners appoint a highway supervisor. 32/

The auditor, as clerk of the board of commissioners, attends its meetings, keeps a record of the proceedings, and preserves all the books and papers touching the business of the county in his office. 33/

All the records are located in the courthouse.

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- 1/ 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; Baldwin 5215.
 - 2/ 1 Rev. Stat. 1852; Burns 26-602; Baldwin 5216.
 - 3/ Acts 1895; Burns 26-604; Baldwin 5218.
 - 4/ Rev. Laws 1924, ch. 15, secs. 1, 11, 16-17.
 - 5/ Acts 1917, ch. 15, sec. 1.
 - 6/ Rev. Laws 1881, ch. 20, sec. 1.
 - 7/ 1 Rev. Stat. 1852, ch. 20, sec. 1.
 - 8/ Acts 1817, ch. 15, sec. 1. Const., art. 6, sec. 10. 1 Rev. Stat. 1852, ch. 20, sec. 13.
 - 9/ Acts 1899; Burns 26-501, 26-515; Baldwin 5365, 5379. Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5396.

Board of Commissioners--Court Proceedings and Reports

(1)

- 10/ 1 Rev. Stat. 1852; Burns 26-606; Baldwin 5220.
 11/ Acts 1899; Burns 26-550; Baldwin 5221.
 12/ 1 Rev. Stat. 1852; Burns 48-3004; Baldwin 5418. Acts 1899;
 Burns 26-610; Baldwin 5223.
 13/ Acts 1893; Burns 26-607; Baldwin 5222.
 14/ 1 Rev. Stat. 1852, Acts 1920; Burns 26-601; Baldwin 5215.
 15/ 1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-620;
 Baldwin, 1935 suppl., 36.
 16/ Acts 1899; Burns 26-2101 to 26-2108; Baldwin 5109 to 5114.
 Acts 1919; Burns 30-303; Baldwin 5361. Acts 1935; Burns, 1937 suppl.,
 36-711; Baldwin, 1935 suppl., 6061-1. Acts 1937; Burns, 1937 suppl.,
 26-640; Baldwin, 1937 suppl., 5236-1.
 17/ Acts 1907; Burns 26-2002, 26-2004; Baldwin 5101, 5103.
 18/ Acts 1899; Burns 26-535; Baldwin 5400. Acts 1899, 1903,
 1933; Burns 26-536; Baldwin 5401.
 19/ Acts 1919; Burns 30-301; Baldwin 5359.
 20/ Acts 1899; Burns 26-516, 26-519; Baldwin 5380, 5383.
 21/ Acts 1859; Burns 26-701; Baldwin 16055. Acts 1919; Burns
 26-703; Baldwin 16059.
 22/ 1 Rev. Stat. 1852; Burns 41-501. Acts 1917, 1921, 1927;
 Burns 41-510; Baldwin 16321.
 23/ Acts 1903; Burns 22-3201; Baldwin 4507.
 24/ 1 Rev. Stat. 1852, Acts 1876, 1883, 1899, 1911; Burns
 26-1101 to 26-1106; Baldwin 3302, 5290 to 5290, 5293, 5294.
 25/ 1 Rev. Stat. 1852; Burns 26-626; Baldwin 5235.
 26/ 1 Rev. Stat. 1852; Burns 26-617; Baldwin 5223.
 27/ 1 Rev. Stat. 1852; Burns 26-901; Baldwin 5277. Acts 1879
 (Spec. Sess.); 1935; Burns 26-820; Baldwin 5273.
 28/ Acts 1879 (Spec. Sess.); ch. 115, sec. 1.
 29/ Acts 1905, ch. 187, sec. 65.
 30/ Acts 1913, ch. 339, sec. 1.
 31/ Acts 1933; Burns 30-1101; Baldwin 3693.
 32/ Acts 1883; Burns 30-1110; Baldwin 3706.
 33/ 1 Rev. Stat. 1852; Burns 26-611, 26-621, 49-3004;
 Baldwin 5226, 5236, 5418.

Court Proceedings and Reports

1. COMMISSIONERS' RECORD, 1860--. 16 vols. (21, 8-22).

Vols. 1-7, prior to 1860, missing.

Record of proceedings and actions taken, showing date of meeting, names of petitioners, kind of petition, report of viewers and appraisers, and final action taken. Indexed alph. by subject matters of petitions. Hdw. 584 pp. 18 x 12 x 3. Aud. vt.

2. COMMISSIONERS' PROCEEDINGS, 1925--. 1 file box.

Minutes of meetings, showing date, names of board members, petition presented, and action taken. Arr. chron. 16 x 11 x 5. Aud. vt., 2nd floor.

3. INSURANCE POLICIES, 1912--. 1 box; 5 bundles. 1928-30, missing.

County insurance policies, showing date, policy number, kind and amount of insurance, name of company, and conditions of policy.

No index. 1 box, 11 x 4 x 16; 5 bds., 7 x 4 x 3. 5 bds., 1912-27, Aud. vt., 1st floor; 1 box, 1931--, Aud. off.

4. PROOF OF PUBLICATION, 1917--. 1 file box.

Affidavits of publishers as to public notice of legal announcements, showing date, names of publication and publisher, total circulation, and period of days published. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

5. COMMITMENT PAPERS FOR INMATES IN STATE INSTITUTION, 1926--. 1 file box.

Commitment papers for inmates in state health institutions, showing date; names of patient, trustees, institution, and township; and nature of case. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

6. OFFICERS' ESTIMATES, 1904-23. 2 boxes.

County officers' estimates of operating expenses, showing date, names of office and fund, cost of each article, and total estimated cost. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

7. COMMISSIONERS' ESTIMATES OF EXPENSES, OFFICERS' ACQUISITION,
1910-22. 1 file box.

Estimates of county office expense, showing date of report, quantity required, description of material desired, and name of office. No index. 11 x 4 x 16. Aud. vt., 2nd floor.

8. SPECIFICATIONS FOR BUILDING OF NEW COURT HOUSE, 1887-1908.
1 file box.

Specifications for construction of court house, jail, and jailer's residence, showing date of construction, names of architect and surveyor, plans, and all erection details. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

9. LIQUOR AND PURE GRAIN ALCOHOL PERMITS, 1916-19. 1 vol.
Record of liquor permits issued, showing date permit issued, names of applicant and bondsman, location and description of dispensary, amount and conditions of bond, and tenure of permit. No index.
Hdw. 400 pp. 16 x 11 x 2 $\frac{1}{2}$. Clk. vt.

10. BOARD OF GUARDIAN AND PROBATE OFFICERS' REPORTS, 1921-34.
2 boxes.

Board of guardian and attendance officers' reports, showing date visited, number and place of visits, purpose, and report of attendance officer. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

Bond Issues

11. LEDGER-GRAVEL ROAD AND BRIDGES, 1913--. 2 vols. (1, and 1 vol. not numbered). Prior to 1913, destroyed by fire.

Record of bond issues for construction of gravel roads and bridges, showing date installment payments due, name of purchaser, amount of bond, total issue, interest rate, coupons redeemed, cost of printing, and sewer and surveying reports. Indexed alph. by names of purchasers. Hdw. 575 pp. 16 x 11 x 2 $\frac{1}{2}$. Aud. vt., 2nd floor.

12. LEDGER [Bond Register], 1911-31. 2 vols. (5, and 1 vol. not numbered).

Record of bond sales for repair and construction of gravel roads, showing dates of issue, sale, and payment of coupon; names of purchaser, township, and road; interest rate; amount sold; and date paid. Indexed alph. by names of purchasers. Hdw. 544 pp. 15 x 12 x 2. Aud. vt., 2nd floor.

13. GRAVEL ROAD BONDS AND CONTRACTS [Contractor's], 1908-21.
1 file box.

Record of contractor's bonds and contracts, showing date of bond; names of road, contractor, sureties, and township; amount of bond; and terms of contract. Arr. chron. 16 x 11 x 5. Aud. vt., 2nd floor.

14. GRAVEL ROAD CONTRACTS, 1920-26. 1 file box.

Road construction contracts and bids, showing date bid received; kind of road top; names of bidder, accepted contractor, township, road, and surety; specifications for construction; and amounts of contract and bond. No index. 16 x 14 x 5. Aud. off.

15. BONDS AND COUPONS, 1914-30. 2 file boxes.

Redeemed bonds and coupons of bridges and free gravel roads, showing date issued, name of purchaser, amount of bond, interest rate, term, and signatures of commissioners. No index. 1 file box, 19 x 14 x 3; 1 file box, 15 x 9 x 8. Aud. vt., 1st floor.

16. PETITIONS, BONDS, AND CONTRACTS, 1888-1906. 1 file box (324).

Petitions, Bond, and Contracts. Contains: Bridge Contracts and Bonds, entry 17; Petitions for Bridges, entry 24; Petitions to Sell Liquor in Less than Quart, entry 25; Bids and Bonds on Ditch Work, entry 32; Articles of Agreement, entry 255. No index. Condition poor. 8 x 9 x 5. Aud. vt., 1st floor.

17. BRIDGE CONTRACTS AND BONDS, 1897-1903. In Petitions, Bonds, and Contracts, entry 16. 1898, 1902, missing.

Contractors' bonds for construction of bridges, showing date contract issued; names of bridge, contractor, and sureties; amounts of bond and contract; and kind of material used.

18. BRIDGE BONDS AND CONTRACTS, 1912-33. 2 file boxes.

Bridge bonds and contracts, showing date; names of bridge, contractor, and sureties; amount and terms of bond; contractor's specifications; and location of bridge; bids for coal and for painting county jail, showing date, names of bidders, amount of bid, cost, and name of accepted bidder. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

19. CONTRACTORS' BONDS, 1921-27. 1 file box.

Contractors' bonds for painting and for road and bridge construction, and showing date, names of contractor and sureties, amounts of contract and bond, and terms and purpose of contract and bond. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

20. DITCH PAPERS, 1882-86; 1901-03. 1 file box (283).

Ditch Papers. Contains: Ditch Contracts and Bonds, entry 21; Ditch Petitions, entry 20. No index. Condition poor. 3 x 9 x 5. Aud. vt., 1st floor.

21. DITCH CONTRACTS AND BONDS, 1882-86. In Ditch Papers, entry 20.

Ditch contracts, bids, bonds, and petitions, showing date; names of contractor, petitioners, bidders, sureties, ditch, and owner; amounts of bond, bids, and contracts; location of ditch; and specifications.

Petitions

22. HIGHWAYS VACATED AND ESTABLISHED, 1907--. 1 file box.

Petitions to vacate and establish highways, showing date, names of road and petitioners, road viewers' report, location and description of road, and date of vacation. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

23. BRIDGE AND GRAVEL ROAD PETITIONS PENDING, 1910-33. 1 file box.

Petitions pending for repair or construction of bridges and gravel roads, showing date of petition; names of petitioners, bridge, and road; and location of road or bridge. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

24. PETITIONS FOR BRIDGES, 1897-1906. In Petitions, Bonds, and Contracts, entry 18. 1899, 1902-3, missing.

Petitions for bridges, showing date, names of petitioners and bridge, location of bridge, and kind of material.

Board of Commissioners--Requisitions, Bids, and Contracts (25-30)

25. PETITION TO SELL LIQUOR IN LESS THAN QUART, 1902--.

In Petitions, Bonds, and Contracts, entry 16.

Petitions for retail liquor sale in less than quart, showing date, name of applicant, description and location of store, and affidavit.

26. PETITIONS FOR CONTRACTS FOR FINE GRAVEL ROADS, 1902-11.

1 file box.

Petitions for free gravel roads, showing date of petition, names of petitioners and road, and location and description of road. No index. 16 x 13 x 5. Aud. vt., 1st floor.

27. ROAD PETITIONS, 1870-76. 1 file box (297).

Road petitions, showing date, names of petitioners and road, kind and location of road, and report of viewers. No index. Condition poor. 8 x 9 x 5. Aud. vt., 1st floor.

28. DITCH PETITIONS, 1901-3. In Ditch Papers, entry 20.

Ditch petitions, contracts, and surety bonds, showing date; names of petitioners, ditch, contractor, and sureties; location of ditch; amounts of contract and bond; and specifications.

Requisitions, Bids, and Contracts

29. BIDS FOR COUNTY FARM SUPPLIES, 1907--. 3 file boxes.

Bids for county supplies and expenses, showing date and amount of bid, name of bidder, unit cost, kind of material, and name of accepted bidder. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

30. STATIONERY CONTRACTS, 1924--. 1 file box.

Specifications and contracts for county stationery, showing date, description of material, quantity, unit cost, and name of vendor. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

31. COUNTY AND TOWNSHIP DITCHES, 1903-34. 2 file boxes.

Surveyor's reports including bids for construction, petitions, and certificates of assessments for construction of ditches, showing date; names of bidders, petitioners, certificate holders, and ditch; amounts of bids and assessments; kind of material; and specifications. No index. 16 x 11 x 5. Aud. vt., 2nd floor.

32. BIDS AND BONDS ON DITCH WORK, 1888. In Petitions, Bonds, and Contracts, entry 16.

Contracts for ditch construction and repairs with surety bonds attached, showing dates of contract and bond; names of ditch owner, contractor, and surety; specifications; amounts of contract and bond; and location and description of land.

Claims and Allowances

33. CLAIM AND ALLOWANCE RECORD, 1897--. 15 vols. (1-3, and 7 vols. not numbered).

Record of claims and allowances, showing date, name and address of vendor, amount and purpose of allowance, appropriation and warrant numbers, and name of fund credited. Arr. chron. Hdw. 199 pp. 16 x 11 x 2. 2 vols., 1897-Feb. 6, 1911; Aud. vt., 1st floor; 13 vols., Mar. 1, 1911--; Aud. vt., 2nd floor.

34. CLAIMS ALLOWED, 1900. 1 file box (325).

Claims for county services and material, showing date, name of vendor, and amount and kind of claim. No index. Condition poor. 8 x 5 x 10. Aud. vt., 1st floor.

35. GENERAL CLAIMS, 1907-32. 17 file boxes.

Claims allowed, showing date, name of vendor, amount of claim, service and material furnished, warrant and claim numbers, and name of fund credited. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

36. MISCELLANEOUS CLAIMS, 1873-1904. 5 file boxes (177, 272, 349, 188, 312).

Claims of miscellaneous nature allowed, showing date, name of vendor, amount and type of claim, warrant and claim numbers, and name of fund credited. No index. Condition poor. 8 x 9 x 5. Aud. vt., 1st floor.

37. FEES AND REQUISITIONS FOR SUPPLIES, 1884-1907. 2 boxes (187, 275).

Record of fees for examination, and requisitions for clothing for inmates of asylum, showing date, names of patient and medical examiner, date of examination, sex and color of patient, and report. No index. Condition poor. 8 x 9 x 5. Aud. vt., 1st floor.

38. OLD AGE PENSION RECORD, 1932--. 1 vol.

Record of applications for old age pensions, showing date of application; name, address, sex, birthplace, and family status of applicant; if married or single; amount of income and property owned; and amount of award. Arr. alph. by names of applicants. Typed. 200 pp. 13 x 12 x 2 $\frac{1}{2}$. Aud. vt., 2nd floor.

For other old age pension records, see entry 335.

39. CLAIMS, 1882-1912. 7 file boxes (numbering varies).

Claims. Contains: Gravel Road Claims, entry 40; Burial of Union Soldiers, entry 41. No index. 8 x 9 x 5. Aud. vt., 1st floor.

40. GRAVEL ROAD CLAIMS, 1882-1912. In Claims, entry 39.

Gravel road claims, showing date, names of claimant and road, amount and type of claim, and name of fund credited.

41. BURIAL OF UNION SOLDIERS, 1882-1912. In Claims, entry 39.

Record of burial of Union soldiers, showing date; name, company, rank, age, and place of burial of soldier; and name of undertaker.

For other military records, see entries 82, 107.

42. TURNPIKE FUND, 1913-23. 5 file boxes.

Paid claims for county road construction and repairs, showing date of claim, names of contractor and vendor, claim and warrant numbers, kind and amount of material, and labor cost. Arr. by claim nos. 11 x 4 x 17. Aud. vt., 2nd floor.

Roads, Bridges, and Ditches

43. AUDITOR'S CONSTRUCTION RECORD, 1924-33. 1 vol.

Record of construction of gravel roads and bridges, showing dates awarded and completed, names of contractor and engineer, warrant and claim numbers, and total cost. Arr. chron. Hdw. 150 pp. 14 x 17 x 1. Aud. vt., 2nd floor.

44. COMPLETE ROAD RECORD, 1851-1912. 3 vols. (1-3).

Record of petitions for court action, and viewers' reports, showing dates of petition and viewing; names of petitioners, viewers, and road; and location, description, and plat of road. Indexed alph. by names of petitioners. 1851-June 5, 1911, hdw.; June 5, 1911-12, typed. 584 pp. 13 x 12 x 3. Aud. vt., 1st floor.

45. COMPLETED ROADS RECORDS, 1830-97. 1 vol.

Index to completed roads, showing date of board meeting, complete road record, page and book numbers, and route of road. Arr. chron. Hdw. 150 pp. 15 x 10 x 1 $\frac{1}{2}$. Aud. vt., 2nd floor.

46. RECORD OF ARTICLES OF INCORPORATION [Petitions for Roads], 1908--. 2 vols. (1, and 1 vol. not numbered).

Record of articles of incorporation, and petitions for roads, showing date; names of road, petitioners, township, and viewers; reports; bids for construction; kind of material used; number of miles in county highway system; location and description of road; and action taken by board. Indexed alph. by names of roads. Hdw. 615 pp. 18 x 12 x 3. Aud. vt., 1st floor.

47. PETITION FOR ROADS, 1920-29. 4 file boxes.

Petitions for roads, showing date, names of petitioner and road, location and description of road, and recommendation of board. No index. 14 x 4 x 17. Aud. off.

48. [SPECIFICATIONS], 1892-94. 1 file box (346).

Specifications and agreements for construction of free gravel roads, showing date, name and dimensions of road, and locations of sewers. No index. Condition poor. 8 x 9 x 5. Aud. vt., 1st floor.

49. SPECIFICATION AND VIEWERS' REPORT, not dated. 3 file boxes.

Reports of road viewers, showing date; names of viewers and road; and specifications, location, and description of road. No index. 11 x 4 x 17. Aud. off.

Board of Commissioners--Roads, Bridges, and Ditches (50-52)

50. ENGINEERS' ESTIMATES, May 5-May 8, 1919. 1 vol.

Engineers' estimates for cleaning county drainage ditches, showing date of viewing, name of ditch, costs of labor and material, and location and description of ditch. No index. Typed. 583 pp. 16 x 11 x 2 $\frac{1}{2}$. Aud. vt., 1st floor.

51. GRAVEL ROAD CERTIFICATES, 1904. 2 file boxes.

Gravel road certificates, showing date of construction order, names of freeholder and road, amount of assessment, and date paid. No index. 14 x 4 x 17. Aud. off.

52. COMPLETE DITCH RECORD, 1897-1925. 1 vol.

Record of ditch and drain petitions, showing date, names of petitioners and ditch or drain, location and description, kind of construction, and signatures of commissioners. Indexed alph. by names of ditches. Hdw. 583 pp. 18 x 12 x 3. Aud. vt., 2nd floor.

II. COUNTY COUNCIL

In 1899 the legislature created "The Warren County Council." 1/ This council consists of seven members who are elected for terms of four years and must be qualified voters and resident freeholders of the county. One member is elected from each of four councilmanic districts by the voters of the district, and three members are elected by the voters of the county at large. 2/ The council elects its president from its membership, and the auditor serves as clerk. 3/ The sheriff is required to execute the orders of the council. 4/

The regular annual meeting of the council is held on the first Tuesday after the first Monday of September for the purposes of fixing the tax rate, imposing the tax levy, and making appropriations, and continues from day to day until its business is completed. Special meetings may be called by the auditor or a majority of the members. 5/ All sessions must be public. 6/ Although a majority of the council constitutes a quorum, the passage of ordinances requires a majority of all members, 7/ and extraordinary majorities are required by law in certain instances: A three-fourths vote to increase or insert an item in the budget estimates submitted by the county agencies through the auditor: 8/ a two-thirds vote of all members to make additional appropriations at special meetings. 9/

The power of fixing the tax rate for county purposes and for

all purposes where it is not fixed by law and is required to be uniform throughout the county, is vested exclusively in the council, likewise the power of making appropriation of money to be paid out of the county treasury. 10/ The council passes on all budget estimates submitted by county officials 11/ and makes emergency appropriations. 12/

The council has exclusive power to authorize the borrowing of money for the county and the issuing of bonds. 13/ No sale or purchase by the county of real estate of the value of \$1,000 or more can be made without authorization by the council. 14/

The auditor, as clerk of the council, keeps a journal of its proceedings, and also keeps and preserves in his office its files and papers. 15/

All the records are located in the auditor's vault, 2nd floor.

(1) Acts 1899; Burns 26-501; Baldwin 5365.

(2) Acts 1899; Burns 26-502, 26-504; Baldwin 5366, 5368. Acts 1907; Burns 26-505; Baldwin 5369.

(3) Acts 1899; Burns 26-507; Baldwin 5371. Acts 1899; Burns 26-509; Baldwin 5373.

(4) Acts 1899; Burns 26-510; Baldwin 5374.

(5) Acts 1899, 1931; Burns 26-507; Baldwin 5371.

(6) Acts 1899; Burns 26-508; Baldwin 5372.

(7) Acts 1899; Burns 26-511; Baldwin 5375.

(8) Acts 1899; Burns 26-520; Baldwin 5384.

(9) Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521; Baldwin, 1937 suppl., 5385.

(10) Acts 1899; Burns 26-515, 26-520; Baldwin 5379, 5384.

(11) Acts 1899; Burns 26-520; Baldwin 5384.

(12) Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521; Baldwin, 1937 suppl., 5385.

(13) Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5386.

14/ Acts 1899; Burns 26-534; Baldwin 5399.

15/ Acts 1899; Burns 26-509; Baldwin 5373.

Proceedings and Reports

53. COUNTY COUNCIL RECORD, 1890--. 1 vol.

Record of the minutes of the meetings of the council, showing date, names of members, appropriation ordinances initiated, budget examinations, and orders of the council. Arr. chron. 1899-Oct. 13, 1919, typed; Oct. 14, 1919--., hdw. 583 pp. 18 x 12 x 3.

54. TAX LEVY, 1914--. 2 file boxes.

Certificates of tax levies, showing date, total amount of assessable property, amount and purpose of levy, and treasurer's monthly statement. No index. 11 x 4 x 16 3/4.

55. APPROPRIATIONS BY THE COUNTY COUNCIL - ESTIMATES,
1924-34. 1 file box.

Original estimate of expenses for fiscal year, and appropriations made by the county council, showing date, name of official, total amount, purpose, and appropriations made. No index. 16 x 11 x 4 3/4.

(Next entry 73, page 65)

III. CLERK OF THE CIRCUIT COURT

The clerk of the circuit court, commonly referred to as "county clerk", is a constitutional officer, elected for a four-year term. No person is eligible to the office of clerk of the circuit court for more than eight years in any twelve-year period. 1/ The clerk is required to give bond in the amount fixed by the board of commissioners. 2/

Prior to the Constitution of 1851, the office of clerk of the circuit court was established at the organization of Warren County in 1817, under the authority of the Constitution of 1810. 3/

The clerk of the circuit court is required to keep a record of the proceedings of the court daily, 4/ to administer all oaths, 5/ and to receive payments for all judgments of record in his office. 6/

In addition to his court duties, numerous other duties are imposed upon the clerk by statute. He serves ex officio as registration officer for the county 7/ and as a member and clerk of the county election boards. 8/

Other important duties of the clerk are the issuance of marriage licenses; 9/ professional licenses, such as physicians', 10/ dentists', 11/ and optometrists'; 12/ hunting, trapping, and fishing licenses; 13/ and business licenses, such as poultry dealers' 14/ and junk dealers'. 15/ He approves, files, and keeps a record of the bonds of county and township officers, unless other provision is made by law, 16/ and of notaries; 17/ and registers the

certificates of trained nurses. 18/

The clerk is required to preserve in his office all records and writings pertaining to his official duties, to endorse the time of filing of all papers, and in addition to these records, to keep all necessary journals, appearance, day, judgment, and execution dockets; order and final record books; a complete record of all causes involving title to land including a lis pendens record, of all criminal causes for felony, and of all other cases upon request; 19/ a cash book; 20/ and a fee register. 21/ He records certificates of firms and partnerships doing business under any name, designation, or title other than the real names of their members. 22/

All the records are located in the courthouse.

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- 1/ Const., art. 6, sec. 2. 2 Rev. Stat. 1858; Burns 49-2701; Baldwin 1427.
 - 2/ Acts 1875; Burns 49-2703, 49-2704; Baldwin 1430, 1431.
 - 3/ Const. 1811, art. 5, sec. 8.
 - 4/ 2 Rev. Stat. 1858, Acts 1865, 1880; Burns 4-334; Baldwin 7100.
 - 5/ 2 Rev. Stat. 1858; Burns 49-2703; Baldwin 1433.
 - 6/ Acts 1873; Burns 49-2710; Baldwin 1438.
 - 7/ Acts 1868; 1885; Burns, 1887 suppl., 53-503; Baldwin, 1887 suppl., 7334.
 - 8/ Acts 1895, 1927; Burns 23-1401; Baldwin 7377. Acts 1915, 1917; Burns 23-504; Baldwin 7100. Acts 1905; Burns 23-1002; Baldwin 7103.
 - 9/ Acts 1852; Burns 44-271; Baldwin 3322.
 - 10/ Acts 1897; Burns 33-1303; Baldwin 10703.
 - 11/ Acts 1913, 1931, 1935; Burns, 1937 suppl., 53-504; Baldwin, 1935 suppl., 5530.
 - 12/ Acts 1907, 1935; Burns, 1937 suppl., 53-1011; Baldwin, 1935 suppl., 13103.
 - 13/ Acts 1837; Burns, 1937 suppl., 11-1403; Baldwin, 1937 suppl., 6223-5.

14/ Acts 1917, 1929, 1932 (Spc. Sess.); Burns 42-802; Baldwin 10486.

15/ Acts 1905; Burns 42-703; Baldwin 10462.

16/ 1 Rev. Stat. 1852; Burns 49-105; Baldwin 13063. Acts 1857; Burns 49-124; Baldwin 13077. 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433.

17/ 1 Rev. Stat. 1852, Acts 1855; Burns 49-3503; Baldwin 13016.

18/ Acts 1905, 1931; Burns 63-903; Baldwin 13036.

19/ 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433. Acts 1881 (Spc. Sess.); Burns 2-813, 2-3314; Baldwin 94, 524.

20/ Acts 1879 (Spc. Sess.); Burns 49-2722; Baldwin 1442. Acts 1937; Burns, 1937 suppl., 61-623; Baldwin, 1937 suppl., 13844-44.

21/ Acts 1879 (Spc. Sess.); Burns 49-2723; Baldwin 1443.

22/ Acts 1909; Burns 50-201, 50-202; Baldwin 13210, 13211.

Official Bonds
(See also entry 291)

County

56. RECORD OF OFFICIAL BONDS, 1853--. 3 vols. (1-3).

Record of official bonds, showing names of official, office, and surety; and date, amount, and tenure of bond. Indexed alph. by names of officials. 1853-1902, hdw.; 1903--, typed. 250 pp.
18 x 12 x 2, Clk. vt.

For prior records, see entry 57.

57. RECORD OF BONDS, 1833-94. 1 vol.

Record of official bonds, showing names of official, office, and surety; and date, amount, and tenure of bond. No index. Hdw.
280 pp. 9 x 12 x 2. Recr. vt.

For subsequent records, see entry 56.

Clerk of the Circuit Court--Official Bonds

(53-61)

53. COUNTY AND OFFICIAL BONDS, 1925--. 1 file box.

Bonds of county and township officials, showing date and amount of bond; term of office; and names of official, bondsmen, and office. No index. 11 x 13 $\frac{1}{2}$. Clk. vt.

59. RECORD OF OATHS, 1930--. 1 vol. Vols.

1-4, prior to Dec. 1930, missing.

Record of officials' oaths, showing date of oath, names of official and official administering oath, term of office, and amount of bond.

Indexed alph. by names of officials. Hdw. 320 pp. 12 x 16 x 2.

Clk. vt.

60. INTERVIEWS, 1914-16. In Clerk's Papers, entry 103.

1916-1921, 1924-1925, missing.

Affidavits for purposes of proof, showing date and purpose of affidavit, and names of affiant and witnesses.

Township

61. JUSTICE OF THE PEACE BONDS, 1965-1980, 1 file box.

Official bonds of justices of the peace and constables, showing dates of appointment and bond, names of officer and surety, oath of office, and tenure of term. No index. 11 x 5 x 13 $\frac{1}{2}$.

Clk. vt.

For prior and subsequent records, see entry 56.

Miscellaneous62. NOTARIAL BOND RECORD, 1911--. 1 vol.

Record of notaries' bonds, showing date and amount of bond, names of notaries and sureties, oath taken, and tenure and location of office. Indexed alph. by names of notaries.

Hdw. 576 pp. 10 x 12 x 3. Clk. off.

For prior records, see entry 53.

63. NOTARY PUBLIC BONDS, 1912--. 2 file boxes.

Notary bonds, showing date and amount of bond, names of notaries and sureties, oath administered, and location and tenure of office. No index. 11 x 5 x 13. Clk. vt.

Licenses

Marriage (See also entry 334)64. MARRIAGE RECORD, 1937--. 16 vols. (1-16).

Record of applications for and issuance of marriage licenses; showing date of application; names of applicants and parents; age, color, birthplace, and occupation of applicant; and official returns. Indexed alph. by names of grooms. Hdw. 450 pp. 10 x 12 x 3. Clk. off.

65. CERTIFICATES OF MARRIAGE, 1911-32. 1 file box.

Certificates of marriage, showing date of issue; names of bride, groom, and clergyman or official performing rite; and ages, color, birthplaces, race, marital status, and occupation of bride and groom. No index. 11 x 5 x 17½. Clk. off.

Professional

66. PHYSICIAN'S LICENSE RECORD, 1897--. 1 vol.

Record of applications for physician's license, showing dates of graduation and application for license; names of applicant, college attended, and branch of practice; college grades; qualifications, age, and residence of applicant; and signature of clerk. No index. Hdw. 202 pp. 13 x 12 x 2. Clk. vt.

67. DENTIST'S LICENSE, 1899--. 1 vol.

Record of licenses issued to dentists, showing date of issue, names of dentist and college attended, certificate number, and address and location of office. No index. Hdw. 143 pp. 16 x 16 x 1/2. Clk. vt.

68. VETERINARIAN'S LICENSE, June 7-Aug. 10, 1901.

1 vol.

Record of certificates issued to veterinarians, showing date of issue; names of applicants, freeholders, and veterinary school attended; qualifications, age, birthplace, and address of applicant; and location of business. Indexed alph. by names of applicants. Hdw. 160 pp. 13 x 11 x 1. Clk. vt.

Business

69. JUNK DEALER'S LICENSE, 1905--. 1 vol.

Record of licenses issued to junk dealers, showing date of license, name of applicant, location of business, and term of license. Indexed alph. by names of applicants. Hdw. 201 pp. 14 x 6 x 1/2. Clk. vt.

Clerk of the Circuit Court--Certificates

(70-75)

70. POULTRY DEALER'S LICENSE RECORD, 1917--. 1 vol.

Record of licenses issued to poultry dealers, showing date of issue, names of firm and dealer, and location of business.

Indexed alph. by names of applicants. Hdw. 520 pp. 10 x 11 x 2.

Clk. vt.

71. APPLICATION FOR SIRE LICENSE, 1892--. 1 vol.

Record of applications for sire licenses, showing date of issue, names of owner and sire, and pedigree and breed of animal.

Indexed alph. by names of applicants. Hdw. 240 pp. 10 x 12 x 1 $\frac{1}{2}$.

Clk. vt.

Certificates

Business

72. REGISTER OF INSURANCE CERTIFICATES, 1874-1910. 1 vol.

Register of certificates issued to insurance companies, showing date of issue, names of company and agent, financial statement, and insurance in force. Indexed. Hdw. 1000 pp. 10 x 11 x 1 $\frac{1}{2}$.

Clk. vt.

73. INSURANCE CERTIFICATES, 1911-13. 1 file box.

Certificates of insurance companies, showing date of issue, names of company and agent, home office and local addresses, and annual financial statement. Arr. chron. 11 x 5 x 13 $\frac{1}{2}$.

Clk. vt.

Books of the Circuit Court--Registers

(74-77)

74. PATENT ISSUES, 1868-1880. 1 file box.

Certificates issued to patent-right holders, showing date of issue, names of inventor and assignee, nature of patent, and age and address of patentee. Index. 11 x 5 x 16¹/₂.

Clk. vt.

Professional

75. CERTIFICATE OF REGISTRATION TO PRACTICE OPTOMETRY, 1907--. 1 vol.

Record of applications to practice optometry, showing date of issue, names of applicant and college attended, tenure of license, age and birthplace of applicant, and location of office. Indexed alph. by names of applicant. Hdw. 100 pp. 11 x 3 x 7. Clk. vt.

76. PHYSICIANS' CERTIFICATES, 1907-1924. 1 file box.

Certificates issued to physicians to practice, showing date of issue; names of physician and college attended; and course, residence, and birth place of physician. No index. 11 x 5 x 16¹/₂. Clk. vt.

Registers

77. MISCELLANEOUS RECORD, 1875--. 2 vols. (1, 2).

1915-16, missing.

Record of proceedings in miscellaneous cases including releases of ^{and} ~~redemptions~~, certificates and revocation of powers of attorney;

Journal of the Circuit Court--Registers

(72-81)

showing date of order; names of redemptioner, principal and agent, and plaintiff and defendant; cause; proceedings; and decree of the court. Indexed alph. by names of parties to instruments.

1876-1914, hnd.; 1917--, typed. 350 . 12 x 12 x 3. Clk. vt.

78. NOTARY REGISTER, 1916. 1 v .

Record of estrayed animals, showing date impounded, names of owner and finder, kind and appraised value of animal, and action taken. Indexed alph. by names of owners. Hdw. 272 pp. 14 x 9 x 1. Clk. vt.

79. REGISTER OF TRAINED NURSES, 1918--. 1 vol.

Record of registration of trained nurses, showing dates registered and license issued; names of nurse and training school attended; and age, color, race, and address of nurse. Indexed alph. by names of applicant. Hdw. 39 pp. 9 x 8 x 5. Clk. vt.

80. REGISTRATION OF RILEY HOSPITAL PATIENTS, 1925--.

1 file box.

Register of patients, showing date of entry, names of patient and parents, type of disability, age and sex of patient, and history of care. No index. 11 x 5 x 10 . Clk. vt.

81. REGISTER OF OFFICERS' COMMISSIONS, 1876-1914. 1 vol.

Record of commissions of county officers, showing date of issue of commission, name of official, term of office, and date and amount of bond. Indexed alph. by names of officials. Hdw. 300 pp. 16 x 10 x 2. Clk. vt.

Clerk of the Circuit Court--Military Records

(62-35)

Military Records
(See also entries 41, 107)82. ENROLLMENT OF SOLDIERS, 1863-1920. 1 file box.

Enrollment of soldiers, showing name, age, race, color, address, company, regiment, and rank of soldier; service record; state from which enlisted; and place and time discharged. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

Receipts and Disbursements

83. CASH BOOK RECORDS, 1827--. 7 vols. (1-7).

Record of cash receipts and disbursements, showing date entered, names of payer and payee, purpose and amount received or disbursed, and case number. No index. Fdw. 300 pp. 18 x 17 x 2 $\frac{1}{2}$. 6 vols., Clk. vt.; 1 vol., 1st. floor vt.

Maps

84. MAP OF WARE COUNTY, not dated. 1 map.

Political map, showing farm sections, township divisions, and precincts. Black and white. No scale given. 45 x 36. Clk. vt.

85. GENERAL ATLAS OF WARREN COUNTY, 1923. 6 maps.

Political and communications maps, showing area of county, townships, ranges, divisions, subdivisions, streets, alleys, roads, railroads, churches, business places, and rivers. Published at Chicago, Ill by George A. Ogle. Black and white, and colored. Scale varies. 10 x 15 x $\frac{1}{2}$. Clk. vt.

(Next entry 86, page 75)

IV. RECORDER

The recorder is a constitutional officer elected for a four-year term. No person is eligible to hold the office of recorder for more than eight years in any two-year period. The recorder is required to post bond in the amount of four thousand dollars. 1/

Prior to the Constitution of 1851, the office of recorder was established at the organization of Warren County in 1827, under the authority of the Constitution of 1813 and an act of 1818 which provided for the election of a recorder in any new county formed. 2/

The title of this officer describes his functions--to make and preserve a public record of legal documents which by law he is bound to record, for both county officials and private persons. 3/ Of the many kinds of instruments recorded the more important are: Deeds and mortgages; 4/ chattel mortgages; 5/ satisfactions, cancellations, and assignments of any kind; 6/ releases; 7/ mechanic's liens; 8/ leases; 9/ articles of incorporation; 10/ certificates of admission for foreign corporations to do business in Indiana; 11/ cemetery deeds; 12/ and articles of cemetery associations. 13/ He also registers farm names. 14/

The forms and methods to be used by the recorder are described in detail in the statutes. He keeps an entry book in which he enters, as filed, all instruments delivered to him for recording, noting day and hour received, which time is the legal date of recording. 15/ In addition to the records enumerated above, he keeps a fee book and a cashbook, and enters therein, as received, all

money received in his office. 16/ He is required to index his records, both in each volume and in complete or general indexes. 17/

All the records are located in the recorder's vault on the second floor in the courthouse.

1/ Const., art. 3, sec. 2. 1 Rev. Stat. 1852, Acts 1901; Burns 49-3201; Baldwin 5489.

2/ Const. 1818, art. 11, sec. 10. Acts 1816-17, ch. 2, sec. 2.

3/ 1 Rev. Stat. 1852, Acts 1925; Burns 49-3205; Baldwin 5470.

4/ 1 Rev. Stat. 1852; Burns 49-3210; Baldwin 5475.

5/ Acts 1935; Burns, 1937 suppl., 51-510; Baldwin, 1935 suppl., 13227-10. Acts 1935, 1937; Burns, 1937 suppl., 51-515; Baldwin, 1937 suppl., 13227-15.

6/ Acts 1905; Burns 49-3203; Baldwin 5472. Acts 1935; Burns, 1937 suppl., 51-511; Baldwin, 1935 suppl., 13227-11.

7/ 2 Rev. Stat. 1852; Burns 50-702; Baldwin 992. Acts 1935; Burns, 1937 suppl., 51-511; Baldwin, 1935 suppl., 13227-11.

8/ Acts 1909; Burns 43-704; Baldwin 10502.

9/ 1 Rev. Stat. 1852, Acts 1075, 1913, 1921, 1923; Burns 53-113; Baldwin 14371.

10/ Acts 1929; Burns 25-329; Baldwin 4319. Acts 1935; Burns, 1937 suppl., 25-327; Baldwin, 1935 suppl., 4369-21.

11/ Acts 1929; Burns 25-306; Baldwin 4363. Acts 1935; Burns, 1937 suppl., 25-327; Baldwin, 1935 suppl., 4369-21.

12/ Acts 1923; Burns 21-223; Baldwin 4342.

13/ 1 Rev. Stat. 1852; Burns 25-1520; Baldwin 10599.

14/ Acts 1913; Burns 49-3226; Baldwin 5483.

15/ 1 Rev. Stat. 1852; Burns 49-3211; Baldwin 14665. 1 Rev. Stat. 1852, Acts 1925; Burns 49-3205; Baldwin 5470.

16/ Acts 1895; Burns 49-1401; Baldwin 7576.

17/ 1 Rev. Stat. 1852; Burns 49-3209, 49-3217, 49-3218; Baldwin 5471, 5481, 5482. 1 Rev. Stat. 1852. Acts 1855; Burns 49-3216; Baldwin 5430.

Deeds, Titles, and Grants

56. DEED RECORD, 1827--. 75 vols. (1-74, 56A). Subtitled:

Vols. 22, 55, 1862-1935, Tax Sale Deeds; vols. 56, 56A,

1900--., Sheriff's Deed Record.

Record of deeds in conveyance of lands and property, showing dates

Recorder--Deeds, Titles, and Grants

(87-90)

of deed and recording; names of grantee and grantor, and witnesses; location and description of property, and consideration. Indexed alph. by names of grantees and grantors. Hdw. and typed. 450 pp. 18 x 12 x 3.

87. GENERAL INDEX OF DEEDS, 1827--. 13 vols. (1-13).

General index to entry 78, showing dates of recording and deed; names of grantee, grantor, and witnesses; book and page numbers; location and description of property; and consideration. Arr. alph. by names of grantees and grantors. Hdw. 132 pp. 19 x 15 x 2 $\frac{1}{2}$.

88. ENTRY DOUBLE DEEDS, 1831--. 3 vols. (2, 2-6, and 3 vols. not numbered).

Record of entries of deeds, showing date, day, and hour of recording; names of grantee and grantor; location and description of property; consideration; kind of instrument; fees; and book and page in index record. Arr. chron. Hdw. 480 pp. 18 x 12 x 3.

89. DEEDS UNCALLED FOR, 1832--. 31 file boxes. (A-Z, MC, E, C, and 2 file boxes not labeled). 1831-35, missing.

Deeds left for recording and uncalled for, showing date recorded, names of grantee and grantor, description and location of property, and consideration. No index. Condition fair. 5 x 8 x 9.

90. WALSH COUNTY CEMETERY RECORD, 1925--. 1 vol.

Record of cemetery deeds, showing date recorded, names of grantee and grantor, location and description of lot, and consideration. Indexed alph. by names of cemetery association owners. Typed. 880 pp. 18 x 13 x 2.

For prior records, see entry 86.

Recorder--Mortgages and Releases

(91-93)

91. QUIET TITLE RECORD, 1912--. 1 vol.

Record of proceedings in quiet title cases, showing dates of deed, recording, and order of court; names of plaintiff, defendant, and legatees; location and description of property; and decision of court. Indexed alph. by names of plaintiffs and defendants. 1912-14, 1929--, hdw.; 1914-29, typed. 640 pp. 18 x 13 x 3 $\frac{1}{2}$.

Plat Books

92. PLAT BOOK, 1824-54. 1 vol.

Record of original federal land grants, showing date, name of purchaser, range and township numbers, amount paid, and location and description of plats and sections. No index. Hdw. 300 pp. 12 x 15 x 2.

Mortgages and Releases

Real Estate

93. MORTGAGE RECORD, 1891-97. 47 vols. (1-47).

Record of mortgages, showing date recorded, names of mortgagor and mortgagee, amount of mortgage, location and description of property, rate of interest, time limit, and release. Indexed alph. by names of mortgagors and mortgagees. Hdw. 600 pp. 18 x 13 x 2 $\frac{1}{2}$.

Recorder--Mortgages and Releases

(34-37)

94. GENERAL INDEX OF MORTGAGES, 1838--. 6 vols. (1-6).

Index to entry 86, showing date recorded; names of mortgagor and mortgagee; amount, location, and description of property; rate of interest; time limit; date of release; kind of instrument; and book and page. Indexed alph. by names of mortgagors and mortgagees. Hdw. 500 pp. 30 x 15 x 3 $\frac{1}{2}$.

95. GENERAL INDEX OF MORTGAGES AND RELEASES, 1835-72.

2 vols. (1, and 1 vol. not numbered).

Index to mortgage records, showing names of mortgagee and mortgagor, date, amount of mortgage, and description and location of property. Arr. alph. by names of mortgagors and mortgagees. Hdw. 300 pp. 17 x 12 x 2.

For subsequent records, see entry 94.

96. FEDERAL LAND BANK MORTGAGES, 1933--. 2 vols. (43-47).

Record of Federal land bank mortgages, showing date recorded; names of mortgagee, mortgagor, and township; amount; and description and location of land. Indexed alph. by names of mortgagors and mortgagees. Typed. 300 pp. 18 x 12 x 2 $\frac{1}{2}$.

For prior records, see entry 93.

Chattels

97. CHATTEL MORTGAGED RECORDS, 1861--. 45 vols. (1-45).

Record of chattel mortgages, showing date recorded, names of mortgagee and mortgagor, location and description of chattel, amounts of mortgage and assignment, and release. Indexed alph. by names of mortgagors and mortgagees. Hdw. and typed. 575 pp. 18 x 13 x 2 $\frac{1}{2}$.

Recorder--Mortgages and Releases

(98-101)

98. GENERAL INDEX TO CHATTEL MORTGAGES, 1897--. 5 vols.

(1-5).

Index to entry 90, showing date recorded, names of mortgagor and mortgagee, description and location of chattel, amount of mortgage and assignment release, and book and page. Indexed alph. by names of mortgagors and mortgagees. Hdw. 200 pp. 18 x 12 x 1 $\frac{1}{2}$.

School Funds (See also entries 214-15, 247-48, 281-90)

99. SCHOOL FUND MORTGAGES, 1854--. 4 vols. (1-4).

Record of school fund mortgages in security for loans from school funds, showing date of recording; names of mortgagor, mortgagee, and township; location and description of property; rate of interest; and agreement. Indexed alph. by names of mortgagors and mortgagees. 1854-1828, hdw.; 1828-- , typed. 640 pp. 18 x 13 x 2 $\frac{1}{2}$.

Releases

100. ENTRY BOOK RELEASE OF MORTGAGES, 1905--. 2 vols. (1-2).

Record of mortgages released, showing month, day, hour, and year of release; names of mortgagor and mortgagee; date recorded; amount; location and description of property; book and page numbers of mortgage record; fees; and amount of consideration. No index. Hdw. 480 pp. 17 x 13 x 2.

101. RELEASE OF MORTGAGE, 1832-1931. 24 file boxes (A-Z).

Mortgage releases, showing dates of mortgage and release, names of mortgagor and mortgagee, hour, book and page numbers, and signature of mortgagee. No index. 5 x 5 x 9.

Liens

102. SIRE LIEN RECORDS, 1880--. 1 vol.

Record of sire liens, showing dates of notice and service; names of owner, sire, and dam; amount of lien; age of animal; description of dam; and owner's residence. Indexed alph. by names of owners.

Hdw. 315 pp. 10 x 12 x 2.

103. [CLERK'S PAPERS], 1886-1925. 2 file boxes.

Clerk's Papers. Contains: Notice To Hold Liens, entry 104; Articles of Agreement, entry 110; Administrator's Reports, entry 175; Bankruptcy Papers, entry 120; Election Papers, entry 111; Affidavits, entry 80. No index. 5 x 5 x 5.

104. NOTICE TO HOLD LIENS, 1876-1925. In [Clerk's Papers], entry 103.

Mechanic's liens, showing date of filing; names of lienor and property owner; amount, description, and location of property; and purpose.

Register of Legal Instruments

105. WILL RECORDS, 1903--. 1 vol.

Record of last wills and testaments, showing dates recorded and executed; names of testator, legatees, residuary legatees, witnesses, and executor; location, description, value, and disposition of property; and amount bequeathed to each legatee.

Indexed alph. by names of testators. Hdw. and typed. 586 pp. 10 x 13 x 3.

For other will records, see entry 159.

106. FARM REGISTER, 1913--. 1 vol.

Register of farm names, showing date registered, names of farm and owner, and location and description of farm. Indexed alph. by names of farms. Hdw. 200 pp. 12 x 2.

107. HONORABLE DISCHARGE RECORD, 1918--. 1 vol.

Record of honorable discharge of World War veterans, showing dates of enlistment and discharge; name, description, birth place, occupation, and enlistment record of veteran; regiment; camp; and ~~name of~~ ranking officer. Indexed alph. by names of veterans. Hdw. and typed. 400 pp. 18 x 12 x 2.

For other military records, see entries 41, 62.

108. RECORDS OF STOCK MARKS, 1827-1931. 1 vol.

Record of marks and brands, showing date recorded, names of owner and township, and description of marks. No index. Hdw. 150 pp. 12 x 8 x 1.

109. INDENTURES OF APPRENTICESHIP, 1837-1903. 1 vol.

Record of indentures of apprenticeship, showing date of contract; name of apprentice, township, parents, and master; age of apprentice; nature of the indenture; trade; and tenure of apprenticeship. No index. Hdw. 300 pp. 18 x 8 x 2.

110. ARTICLES OF AGREEMENT, 1856-1921. In [Clerk's Papers], entry 103.

Articles of agreement, showing date of agreement, names of principals, nature of business, and terms.

111. ELECTION RECORDS, 1921-25. In Clerk's Papers, entry 108. 1922-23, missing.

Election of church and lodge officers, showing date, names of office and officer, duties, and tenure of office.

Fee and Cash Books

112. FEE AND CASH RECORDS, 1902--. 5 vols. (1-4, and 1 vol. not numbered).

Record of all cash and fees received, showing date received; names of payer, payee, and fund credited; amount; number of instrument; total collections; and amount due treasurer. Indexed alph. by names of payees. Hdw. 500 pp. 18 x 18 x 2 1/2.

Miscellaneous Records

113. MISCELLANEOUS RECORDS, 1858--. 8 vols. (1, 1-7).

Miscellaneous records; including death certificates, oil and gas releases, certificates of incorporation, cash leases, mechanics' liens, landlords' liens, affidavits, and bonds of public officials, showing date; names of plaintiff, defendant, officers, lienor, decedent, owners, and officials; amount; nature of instrument; location and description of property; and final disposal. Indexed by names of parties to instruments. 1858-1914, hdw.; 1914--, typed. 570 pp. 18 x 18 x 2 1/2.

114. INHERITANCE TAX RECEIPTS, 1922-32. 1 file box.

Duplicate inheritance tax receipts, showing date of assessment; names of decedent, legatees, judge, executor, and administrator; amount of tax; and description and location of property. No index. 9 x 5 x 5.

For other inheritance tax records, see entries 225-27.

Maps and Plats

115. WARREN COUNTY, INDIANA, not dated. 1 map.

Political and communications map, showing township lines, names of land owners in each section, boundary lines of land sections, angles, and acreage in parcels. Published at Danville, Ill., by Illinois Blueprint and Supply Co. Black and white. Scale: 5/8" to 1 mi. 36 x 36.

V. CIRCUIT COURT

The circuit court, established by the Constitution of 1851, consists of one judge and is vested with such jurisdiction as is prescribed by law. The judge is elected by the voters of the circuit for a six-year term. 1/ The twenty-first circuit since 1929 has comprised Warren County, and the court is styled "Warren Circuit Court." 2/

When Warren County was organized in 1827, its various parts were, for judicial purposes, attached to the counties from which they had been taken. 3/ Under the authority of the Constitution of 1816 and an act of 1831, the court consisted of a president judge and two associate judges. 4/

From the organization of the county in 1827 to 1852, probate matters were under the original and exclusive jurisdiction of a probate court. 5/ From 1853 to 1873 probate matters and certain other criminal and civil cases were under the jurisdiction of the court of common pleas. 6/ When this court was abolished in 1873, all jurisdiction was transferred to the circuit court. 7/

The circuit court had original exclusive jurisdiction in all cases at law and equity whatsoever, criminal cases, actions for divorce, and settlement of decedents' estates and guardianships, except as exclusive or concurrent jurisdiction is conferred by law upon justices of the peace. 8/ It has exclusive jurisdiction in all matters relating to children. In hearing such cases, it sits

Circuit Court

(Next entry 116, page 36)

as the juvenile court. 9/ It has such appellate jurisdiction as is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings, where exclusive jurisdiction thereof is not conferred upon some other court, board, or officer. 10/

The court has power to make all proper judgments, sentences, decrees, orders, and injunctions; to issue all process; 11/ and to adopt rules for conducting its business. 12/ The order of business is, in precedence, as follows; Probate cases, criminal cases, and civil cases. 13/

The chief officers of the court are the sheriff, the prosecuting attorney, and the clerk of the circuit court. The sheriff attends upon the court and serves all process directed to him therefrom. 14/ The prosecuting attorney prosecutes the pleas of the state in the court. 15/ The clerk of the circuit court draws up each day's proceedings at full length in the proper order book which is signed by the circuit judge. 16/ All causes are filed and entered in the office of the clerk of the circuit court, and numbered in consecutive order as filed. 17/ The clerk is also charged by statute with the duty of keeping and preserving the official records of the court. 18/

All the records are located in the courthouse.

1/ Const., art. 7, secs. 1, 8-9. Acts 1881 (Spec. Sess.); Burns 4-301; Baldwin 1895.

2/ Acts 1911; Burns 4-332; Baldwin, 1895 suppl., 1415-1. Acts 1881 (Spec. Sess.); Burns 4-302; Baldwin 1896.

3/ Acts 1880, ch. 24, sec. 2.

4/ Const. 1816, art. 5, sec. 3. Acts 1831, ch. 22, secs. 1-2.

- 3/ Acts 1829, ch. 26, sec. 1-2.
6/ 2 Rev. Stat. 1852, pt. 1, ch. 8, secs. 4, 11, 14, 43.
7/ Acts 1873; Burns 4-323; Baldwin 1417.
8/ Const., art. 7, sec. 8. Acts 1831 (Spec. Sess.); Burns 4-302, 6-101; Baldwin 1397, 3011.
9/ Acts 1806, 1812, 1831, 1835, 1837; Burns, 1837 suppl., 9-2201; Baldwin, 1837 suppl., 1759.
10/ Acts 1831 (Spec. Sess.); Burns 4-303; Baldwin 1397.
11/ 2 Rev. Stat. 1852; Burns 4-307; Baldwin 1400.
12/ 2 Rev. Stat. 1852; Burns 4-318; Baldwin 1406.
13/ Acts 1831 (Spec. Sess.); Burns 2-1106; Baldwin 162.
14/ 2 Rev. Stat. 1852; Burns 49-2202; Baldwin 5494.
15/ 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.
16/ 2 Rev. Stat. 1852, Acts 1825, 1833; Burns 4-324; Baldwin 1413.
17/ Acts 1831 (Spec. Sess.); Burns 2-1053; Baldwin 153.
18/ 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433.

Civil Causes

116. CIVIL, Cases, 1856--. 233 file boxes (A-Z, 1-285). Papers pertaining to civil court cases, including complaints, affidavits, summons, and writs; showing date of execution; names of complainant, plaintiff and defendant, witnesses, attorneys, and officers serving writ; cause; amount involved; date; and court proceedings. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

117. INDEX OF DECISIONS OF COURT, Civil, not dated. 1 vol.

Index to entries 118, 119, showing date, names of plaintiff and defendant, attorneys, and witnesses; cause number; amount involved; court proceedings; and file box number. Arr. alph. by names of plaintiffs and defendants. Hdw. and typed. 572 pp. 13 x 12 x 2 $\frac{1}{2}$. Clk. vt.

118. RECEIVERSHIP RECORD, 1911--. 1 vol.

Record of firms in receivership, showing date of filing, names of firm, officers, and claimant; amount and date of claim allowance; expense items of case; address of firm; and tenure of receivership. No index. 167 pp. 18 x 12 x 2. Clk. vt.

119. STATE OF INDIANA RELATIONS, 1923--. 1 file box.

Receivership cases pending, showing date of entry; names of bank, examiner, bank officials, attorneys, trial judge, and receivers; final report; and court orders. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

120. BANKRUPTCY PAPERS, 1922--. In Clerk's Papers, entry 103.

Bankruptcy papers, showing date of declaration; names of applicant, judge, and attorneys; statements; decision of court; and final discharge and disposal.

121. BANK RECEIVERSHIP, WILLIAMSPORT STATE BANK AND BANK OF PINE VILLAGE, 1933-35. 3 file boxes (5200, 5207, 5207).

Receivership papers of Williamsport State Bank and Bank of Pine Village, showing date of filing, names of bank, officials, and receiver; location; assets and liabilities; dividends paid in receivership; and final statements. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

122. TRANSCRIPTS, 1917-1929. 2 file boxes (1-2).

Transcripts of civil court cases, showing date of action; term of court; names of plaintiff, defendant, judge, and attorneys; cause;

Circuit Court--Civil Causes

(123-126)

proceedings; and disposition of case. No index. 9 x 5 x 5.

Reor. 2nd floor vt.

123. COURT PAPERS, 1883-1934. 1 file box.

Court papers. Contains: Depositions, Civil, entry 124;

Depositions, Criminal, entry 146; Court Allowances, entry 181;

No index. 11 x 5 x 13 $\frac{1}{2}$. 1 bk. vt.

124. DEPOSITIONS, 1893-1901. In Court Papers, entry 123.

Miscellaneous legal papers, showing date; names of claimant, plaintiff, defendant, and witnesses; cause; action; and court decree.

Sanity Series

125. INSANE RECORD, 1871-1920. 4 vols. (2, 4, and 2 vols. not numbered).

Record of commitments to insane asylums, showing dates of inquest and commitment, names of patient and examiners, type of mental defect, and decision rendered. Indexed alph. by names of patients.

Now. 571 pp. 10 x 15 x 4. 641 pp.

For subsequent records, see entry 120.

Naturalization

126. DECLARATION OF INTENTION, 1907--. 2 vols.

Record of declarations of intention to become citizens of the United States, showing dates of declaration and arrival; statement of intention; and name, age, color, sex, nativity, and address of applicant. No index. Now. 100 pp. 11 x 3 x $\frac{1}{2}$. 1 bk. vt.

127. PETITION FOR NATURALIZATION, 1856--. 2 vols.

Record of petitions to become naturalized citizens of the United States, showing dates of petition and arrival in country; names of petitioner and witnesses; age, color, race, place of birth, and present address of applicant; and length of residence in United States. Indexed alph. by names of applicants. Hdw. and printed. 50 pp. 18 x 11 x $\frac{1}{2}$. Clk. vt.

Civil Proceedings

Entry (see also entry 148)

128. ENTRY, ISSUE DOCKET, AND FEE BOOK, 1893--. 31 vols.

(10-36). Vols. 1-17, prior to 1893, missing.

Record of entries of issues, and fees collected on civil and criminal causes. Contains: Entry, Issue Docket, and Fee Book, Civil, entry 128; Entry, Issue Docket, and Fee Book, Criminal, entry 149. Indexed alph. by names of plaintiffs and defendants. Hdw. 300 pp. 17 x 12 x 2 $\frac{1}{2}$. Clk. off.

129. ENTRY, ISSUE DOCKET, AND FEE BOOK, Civil, 1893--.

In Entry, Issue Docket, and Fee Book, entry 128.

Record of entries and issues of cases and fees, showing date; names of plaintiff, defendant, and attorneys; kind of writ issued; publication; proceedings in action; and fees itemized.

Trial (see also entries 150-51, 180-81, 193)

130. CIVIL DOCKET, 1900--. 3 vols.

Record of civil cases, showing date of action; names of plaintiff, defendant, attorneys, and witnesses; cause; proceedings; and disposition. No index. Hdw. 500 pp. 12 x 12 x 4. Clk. vt.

131. ORDER BOOK, 1828--. 64 vols. (1-64).

Complete transcript of actions and proceedings in court cases.

Contains: Order Book, Civil, entry 152; Order Book, Criminal, entry 151. Indexed alph. by names of plaintiffs and defendants. 1828-1806, Hdw.; 1807--. 550 pp. 18 x 12 x 3 $\frac{1}{2}$. Clk. off.

132. ORDER BOOK, Civil, 1828--. In Order Book, entry 131.

Record of court proceedings, showing date of action; names of plaintiff, defendant, attorneys, and witnesses; cause; issue; proceedings; and decrees.

Disposition (see also entries 152-53, 154)

133. JUDGMENT DOCKET, 1825--. 12 vols. (1-12).

Record of judgments rendered. Contains: Judgment Docket, Civil, entry 154; Judgment Docket, Criminal, entry 152. Indexed alph. by names of plaintiffs and defendants. Hdw. 300 pp. 18 x 12 x 3 $\frac{1}{2}$. Clk. off.

134. JUDGMENT DOCKET, Civil, 1833--. In Judgment Docket, entry 133.

Record of decrees in judgment cases, showing date of action; names of plaintiff, defendant, attorneys, and witnesses; judgment; sentence; prison term; amount; bail and appeal bond amounts; discharge; quietus; release; and final action.

135. COMPLETE RECORD, 1835-1912. 18 vols. (A, 2-18).

Complete transcript of all actions and proceedings in court cases.

Contains: Complete Record, Civil, entry 136; Complete Record

[Criminal], entry 153. Indexed alph. by names of plaintiffs and defendants. 1833-1903, hdw.; 1904-12, typed. 518 pp. 18 x 12 x 2 $\frac{1}{2}$. Clk. off.

136. COMPLETE RECORD, [Civil], 1833-1912. In Complete Record, entry 135.

Complete record of court actions, showing date of trial; names of plaintiff, defendant, attorneys, and witnesses; cause; issue; case number; proceedings; and final decree of court.

Executions (see also entry 154)

137. EXECUTION DOCKET, 1839. 12 vols. (2-13). Vol. 1, missing.

Record of writs of execution. Contains: Execution Docket, [Civil], entry 138; Execution Docket, [Criminal], entry 154. Arr. alph. by names of plaintiffs and defendants. Hdw. 269 pp. 18 x 12 x 4. Clk. off., 2nd floor.

138. EXECUTION DOCKET, [Civil], 1839--. In Execution Docket, entry 137.

Record of judgments rendered, showing dates of execution and of judgment; names of plaintiff, defendant, attorneys, and witnesses; amount of judgment; satisfaction; and final discharge of judgment.

139. PRECIPES BOOK, 1907--. 1 vol.

Record of precipes issued to clerk for writs of summons and subpoenas, showing date of issuance of writ; names of plaintiff, defendant, witnesses, and trial judge; cause number; and return made. No index. Hdw. Condition fair. 200 pp. 13 x 8 x 1 $\frac{1}{2}$. Clk. .
vt.

Circuit Court--Civil Proceedings

(140-143)

140. LIS PENDENS RECORDS, 1877--. 3 vols. (2-4). Vol. 1, prior to 1877, missing. Subtitled: Sheriff's Certificate of Sales; Suits and Redemption.

Record of writs issued in the conveyance of real estate, showing date; names of plaintiff, defendant and attorneys; kind of writ; case number; location and description of property; amounts of judgment, sale, and costs; and date of redemption. Double indexed alph. by names of plaintiffs and defendants. Typed. 424 pp. 18 x 12 x 2 $\frac{1}{2}$. Clk. vt.

141. SHERIFF'S NOTICES, 1882--. 1 vol.

Record of levies and attachments, showing date; names of plaintiff, defendant, and attorney; court order; kind of writ; cause; location and description of property; and return made. Double indexed alph. by names of plaintiffs and defendants. 1882-1916, hdw.; 1916--, typed. 414 pp. 18 x 12 x 2 $\frac{1}{2}$. Clk. vt.

142. SHERIFF'S CERTIFICATES OF SALE, 1881--. 1 file box. Sheriff's certificates of sale, showing date of sale, names of property owner and buyer, court order, location and description of property, amount, and purpose of sale, and disposition of proceeds. No index. 11 x 5 x 15 $\frac{1}{2}$. Clk. vt.

143. REDEMPTION RECORD, Lis Pendens, 1870-88. 1 vol. Record of the redemption of real estate, showing date of sale; names of plaintiff, defendant, and attorneys; amount; location and description of real estate; and date of redemption. Indexed alph. by names of owners. Hdw. 292 pp. 18 x 12 x 2. Clk. vt.

For subsequent records, see entry 142.

Circuit Court--Criminal Causes

(144-147)

Criminal Causes

144. STATE Cases, 1855--. 34 file boxes (1-33, and 1 file box not numbered).

Papers in criminal cases, showing date; names of plaintiff, defendant, attorneys, and witnesses; offence; proceedings; and sentence of court. No index. 11 x 5 x 13". Clk. vt.

145. INDEX TO PROSECUTORY CASES, not dated. 1 vol.

Index to entry 120, showing date; names of plaintiff, defendant, attorneys, and witnesses; offence; sentence; and file box number. Arr. alph. by names of defendants. Typed and hdw. 200 pp. 18 x 13 x 2. Clk. vt.

146. PROSECUTIONS CRIMINAL, 1896-1901. In Court Papers, entry 123.

Testimony taken from persons unable to appear in court, showing date, number, and title of cause; and names of plaintiff, defendant, attorneys, and witnesses.

Indictments

147. INDICTMENT RECORD, 1853--. 3 vols. (1-3).

Record of indictments by grand juries of the court, showing date; names of plaintiff, defendant, attorneys, and witnesses; nature of offence; court proceedings; and sentence of the court. Indexed alph. by names of defendants. 1870-1903, hdw.; 1905-33, typed. 563 pp. 18 x 12 x 3. Clk. vt.

148. OLD INDICTMENTS AND WARRANTS, 1877-90. 1 file box.

Old indictments and warrants, showing date of instrument; names of plaintiff, defendant, arresting official, and trial judge; nature of offence; court proceedings; and bail amount. No index. 11 x 5 x 13 $\frac{1}{2}$. U. vt.

Criminal Proceedings

Entry (see also entries 128-30)

149. ENTRY, ISSUE DOCKET, AND FEE BOOK, [Criminal],

1893--. In Entry, Issue Docket, and Fee Book, entry 128.

Record of entries, issues, and costs of criminal cases, showing date, number, and title of cause; names of plaintiff, defendant, and attorney; and amount of costs.

Trial (see also entries 130-31, 180-81, 193)

150. CRIMINAL DOCKET, 1910-31. 1 vol.

Record of criminal cases, showing date of trial; names of plaintiff, defendant, attorneys, and witnesses; offence; writ; indictment; proceedings, and sentence of court. No index. Hdw. 300 pp. 12 x 12 x 3. U. vt.

151. ORDER BOOK, [Criminal], 1828--. In Order Book, entry 131.

Complete transcript of all actions and proceedings in criminal cases, showing date, number, and title of cause; names of plaintiff, defendant, attorneys, and witnesses; and disposition of case.

Dispositions (see also entries 133-36, 134)

152. JUDGMENT DOCKET, [Criminal], 1823--. In Judgment Docket, entry 133.

Record of judgments entered in criminal cases, showing date, number, and title of case; names of plaintiff, defendant, and attorneys; and amount and nature of judgment entered.

153. COMPLETE RECORD, [Criminal], 1835-1912. In Complete Record, entry 135.

Complete transcript of all actions and proceedings in criminal cases, showing date, number, and title of cause; names of plaintiff, defendant, attorneys, and witnesses; and signature of trial judge.

Executions (see also entries 137-143)

154. EXECUTION DOCKET, [Criminal], 1839--. In Execution Docket, entry 137.

Record of writs of execution issued, showing date of order; names of defendant, attorneys, and trial judge; cause and case numbers; proceedings; verdict; sentence; writ issued; and return made.

Probate Causes

All probate causes of Warren County are under the exclusive jurisdiction of the Warren Circuit Court. This court has had this jurisdiction since the court of common pleas was abolished in 1873.

The probate court of Warren County was established under a law of 1929, which placed probate matters in a separate court, consisting

Circuit Court--Probate Causes

(Text entry 155, page

of one judge, elected by the voters of the county for a term of seven years. It had original and exclusive jurisdiction in matters relating to probate of wills; granting letters of administration; settlement of decedents' estates; appointment of guardians for minors and persons of sound mind; and approval of bonds of guardians, administrators, and executors. 1/

In 1852 the legislature abolished the probate court 2/ and created the "Court of Common Pleas of Warren County." 3/ The court of common pleas had original and exclusive jurisdiction of probate causes, except in special cases where concurrent jurisdiction was given to the circuit court or to some other court. 4/

The legislature in 1873 abolished the court of common pleas and transferred its jurisdiction to the circuit court. 5/ and all the records of the court of common pleas were transferred to the circuit court. 6/

The clerk of the circuit court was the clerk of the probate court 7/ and the clerk of the common pleas court. 8/

All the records pertaining to probate causes are filed and preserved in the office of the clerk of the circuit court. 9/

1/ Acts 1829, ch. 23, secs. 1-2, 5, 6.

2/ 1 Rev. Stat. 1852, ch. 32, sec. 1. 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 43.

3/ 2 Rev. Stat. 1852, pt. 1, ch. 8, secs. 1, 3, 27.

4/ Ibid., secs. 4-5, 7.

5/ Acts 1873; Burns 4-528; Baldwin 1417.

6/ Acts 1873, ch. 23, sec. 31.

7/ Acts 1829, ch. 23, sec. 3.

8/ 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 25.

9/ Acts 1829, ch. 28, sec. 3; 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 26. 2 Rev. Stat. 1852; Burns 49-2706, 49-2721; Baldwin 1433, 1441. Acts 1873, ch. 28, sec. 31.

Circuit Court--Probate Causes

(155-159)

Estate Cases

155. PROBATE CASES, 1829--. 175 file boxes (1-175).

Papers pertaining to estate and guardianship cases. Contains:

Estate Cases, entry 156; Guardianship Cases, entry 156.

No index. 11 x 5 x 13. Clk. off.

156. Estate Cases, 1820--. In Probate Cases, entry 155.

Record of court actions in estate cases, showing date admitted to probate; names of testator, legatees, executor, administrator, and attorneys; value, location, and description of estate; proceedings; final order; and discharge from court.

157. INDEX TO DISPOSAL ADMINISTRATOR AND GUARDIANSHIP

Cases, not dated. 1 vol. (2).

Index to disposal of probate cases. Contains: Index to Estate Cases, entry 156; Index to Guardianship Cases, entry 157.

Indexed alph. by names of estates or guardians. Hdw. and typed.

250 pp. 18 x 12 x 2. Clk. off.

158. INDEX TO Estate Cases, not dated. In Index to

Disposal Administrator and Guardianship, entry 157.

Index to disposal of estate case, showing date; names of testator, legatees, executor, administrator, and attorneys; location, description, and value of estate; proceedings; final order; settlement; and case and file box numbers.

159. WILL RECORD, 1830--. 7 vols. (1-7).

Record of last wills and testaments, showing dates executed and recorded; names of testator, legatees, executor, and witnesses; value, location, and description of estate; proceedings in probate;

Circuit Court--Probate Causes

(100-103)

and proof established. Indexed alph. by names of estates. 1880-1897, hrv.; 1897--typed. 625 pp. 12 x 12 x 2¹/₂. Clk. off.

For other will records, see entry 105.

100. WILLS, 1840 6 file boxes.

Original wills admitted and discharged from probate, showing dates admitted and final order issued; names of testator, legatees, executor, administrator, and witnesses; legacies; bequests; amount; location and description of estate; proof; and final settlement. No index. 11 x 5 x 15¹/₂. Clk. vt.

101. ADMINISTRATOR'S Reports, 1912--. 20 file boxes (4-2, and 8 boxes not numbered).

Reports of administrators, showing date of report; names of estate, executor, legatees, and attorneys; location and description of property; receipts and disbursements; and final report. Arr. alph. by names of estates. 8 boxes, 10 x 24 x 4¹/₂; 12 boxes, 10 x 23 x 5. Clk. vt.

102. ADMINISTRATOR'S ACCOUNT, 1920. In Clerk's papers, entry 103.

Reports of administrators of estates, showing date of report; names of decedent, legatees, and administrator; description and location of property; court proceedings; and final disposition.

103. CLERK'S REPORT OF ADMINISTRATOR'S ACCOUNT, 1884-1906. 1 vol. Record of statements of administrators of estates, showing date of report; names of estate, legatees, and administrators; receipts and disbursements; settlement; release; and discharge. Indexed alph. by names of administrators. Hrv. 262 pp. 12 x 12 x 2¹/₂. Clk. vt.

For subsequent records, see entry 157.

161. OLD ORDERS, 1898-1923. 1 file box.

Record of orders in probate cases, showing date; names of estate, administrator, and legatees; sale amount; value, location, and description of property sold; number and nature of order; petition to sell property; proof of notice; itemized inventory; amounts of inheritance tax, debts, and credits; and petition for final settlement. No index. 11 x 5 x 18 $\frac{1}{2}$. 1k. vt.

165. SALE FILE RECORD, Estates, 1872-1913. 2 vols.

(P,1). Title varies: Sales of Personal Property of Decedent.

Record of personal property sold by court order in settlement of estates, showing date of sale; names of estate, legatees, administrator, and buyer; items sold; proceeds; security; and disposal of funds from sale. No index. 1872-1912, hbr.; 1912-13, typed. 572 pp. 18 x 12 x 3. 1k. vt.

Guardianship Cases

166. GUARDIANSHIP CASES, 1880--. In Probate Cases, entry 165.

Papers pertaining to guardianship cases, showing dates of letters, reports, and settlement; names of guardian, estate, ward, and sureties; age and date of birth of ward; case number; issues; inventory; and proceedings.

167. INDEX TO Guardianship Cases, not dated. In Index to Disposal Administrator and Guardianship Cases, entry 157.

General index to guardianship cases, giving names of estate, guardian and ward, case number; and case and page references.

168. GUARDIAN Appointments, 1911--. 9 file boxes
(A-Z).

Reports of guardians appointed by court, showing date; names of estate, guardian, ward, and sureties; amount of bond; age and address of ward; reason; value, description and location of property; and court proceedings. Arr. alph. by names of guardians. 11 x 5 x 13 $\frac{1}{2}$. 1 lb. wt.

Probate Proceedings

169. ESTATE ENTRY, CLAIMS, AND ALLOWANCE DOCKET, 1875--.
9 vols. (1-9). Title varies: Vols. 1-5, Gen(eral)
Entry, Claims, and Allowance Docket.

Record of claims filed and allowed against estates, showing date of claim; names of claimant; estate, executor, legatees, sureties, and administrator; value and amount of claim; allowance granted; amount of bond; appraisements; and court proceedings. Indexed alph. by names of estates. Hfr. 398 pp. 15 x 17 x 2 $\frac{1}{2}$. 6 lb. off.

170. CLAIM DOCKET, 1910--. 2 vols.

Record of claims against estates in probate, showing date of claim, names of claimant and estate, and nature and amount of claim. No index. Hdw. and typed. 500 pp. 12 x 12 x 1 1/2. Clk. vt.

171. PROBATE ESTATE SET, 1911--. 2 vols.

Record of probate cases, showing dates of action and settlement; names of testator; legatees, administrator, executor, and attorneys; proceedings; reports of administrators; and final settlement. No index. Hdw. 500 pp. 12 x 12 x 4. Clk. vt.

172. PARTITION RECORD, 1870-1904. 1 vol. Vol. 1, prior to 1870, missing.

Record of suits in partition, showing dates of action and appointment of commissioners; names of estate, legatees, executor, administrator, attorneys, commissioners, appraisers, and petitioners; value, location and description of estate; decree of partition; shares granted to petitioners; and writ of execution. Indexed alph. by names of petitioners. Hdw. 564 pp. 13 x 12 x 3. Clk. vt.

173. GUARDIANSHIP DOCKET AND FEE BOOK, 1869--. 2 vols.

(1-2).

Record of guardianships, showing date of appointment; names of estate, ward, guardian and sureties; letters; location and description of property; amount of bond; final release; and fees collected. Double indexed alph. by names of guardians and wards. Hdw. 288 pp. 13 x 12 x 3. Clk. vt.

For prior records, see entry 174.

174. JUDICIAL RECORD, 1871-1880. 1 vol. Subtitled:
1871-1880, Guardianships.

Record of guardianships, showing date of administration papers; names of ward, administrator, executor, and guardian; value, location, and description of estate; amount of bond; court proceedings; report of guardian; and settlement. No index. Hdw. 600 pp. 13 x 12 x 3. Clk. vt.

175. CIRCUIT COURT PROBATE, 1873--. 18 vols. (A-7).

Record of proceedings in probate cases, showing date of action; names of estate, legatees, guardian, administrator, witnesses, attorneys, and claimant; value, location, and description of estate; letters of administration; appraiser's report; amount of bond; proceedings; final order; and settlement. Indexed alph. by names of estates. 1873-Sept. 5, 1922, hdw.; Sept. 4, 1922--, typod. 575 pp. 18 x 12 x 2½. Clk. vt.

176. PROBATE RECORD, 1829-1862. 5 vols. (1-5).

Record of probate cases, showing dates of action and settlement; names of testator, executor, legatees, administrator, and attorneys; location and description of estate; court proceedings; and final settlement. No index. Hdw. 300 pp. 13 x 12 x 2½. Clk. vt.

177. COMPLETE RECORDS, PROBATE COURT, 1829-1859. 8 vols.
(A, 2-3).

Complete record of probate cases, showing dates of action and final settlement; names of testator, legatees, executor, administrator, and attorneys; description and location of estate; sales of real and personal property; proceeds; disposals;

division of estate; release; discharge; and final settlement.

Indexed alph. by names of estates. Hdw. 500 pp. 18 x 12 x 2 $\frac{1}{2}$.

Clk. vt.

Juvenile Causes
(Juvenile Referee)

178. JUVENILE CASES DISPOSED OF, 1921--. 1 file box.

Cases in delinquency, showing date of action; names of delinquent, parents, judge, and referee; address of parents; age of child; complaint in delinquency; court proceedings; decision of court; and penalty. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

179. JUVENILE COURT CASES, [Active], 1929--. 1 file box.

Delinquency cases, showing date of filing; names of delinquent, parents, and guardian; age of child; address of parents; and cause of delinquency. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

Juvenile Proceedings

180. JUVENILE BOOKLET, 1938--. 1 vol.

Record of cases in delinquency, showing date of action; names of delinquents, parents, and guardians; cause in delinquency; proceedings; and judgment rendered. No index. Hdw. and typed. 300 pp. 12 x 12 x 1. Clk. vt.

181. JUVENILE ORDER BOOK, 1911--. 2 vols. (2, and 1 vol. not numbered).

Record of court proceedings, showing date of trial; names of parents, delinquent, attorneys, and witnesses; and action and decision of court. Indexed alph. by names of delinquent children. 1911-30, typed; 1931-- ,hdw. 579 pp. 18 x 12 x 4. Clk. vt.

Miscellaneous Court Records

Bonds

192. APPEAL BONDS, 1867-1906. 1 file box.

Bonds given to cover costs of appeals, showing date, names of parties to case, and amount of bond. No index. 11 x 5 x 13 $\frac{1}{2}$.

Clk. vt.

Office of Venue (see also entries 256-257)

193. CLERK'S VENUE RECORD, 1891--. 1 vol.

Record of cash account with foreign counties in venue cases, showing date of case; names of county, judge, plaintiff, and defendant; cause; costs; fees; receipts and disbursements; and court proceedings. No index. Hdw. 215 pp. 18 x 12 x 2. Clk. vt.

Jury Papers

194. JURY REGISTER, 1863--. 2 vols. (1-2).

Record of jury services, showing date, names and term of court, days served, mileage, costs of meals, and amount of fees. No index. Hdw. and typed. 500 pp. 18 x 12 x 2 $\frac{1}{2}$. Aud. vt., 2nd floor.

195. GRAND JURY REPORTS, 1890-1907. 1 file box.

Reports of grand jury to commissioners of conditions of county institutions, showing date inspected, names of jurors and institution, report of inspection, and recommendations. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

Appeal Opinions

186. SUPREME AND APPELLATE COURT DECISIONS, 1861-1904. 2

file boxes.

Legal papers of decisions supreme and appellate courts, showing date of action; names of plaintiff, defendant, trial judge, and attorneys; cause number; proceedings; and decree of court. Arr. chron. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

Appointments

187. APPOINTMENT OF SPECIAL JUDGE, 1919-34. 1 file box.

Appointments of special judge, showing date of term, names of regular and special judge, and plaintiff and defendant; appointment, cause of action, and disposition of case. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

188. WELFARE BOARD, COUNTY AND STATE, 1936--. 1 box.

Record of appointments of county welfare board, showing date; names of parties, county, and state; length of term; political affiliation; and address. No index. 11 x 4 x 16 $\frac{3}{4}$. Aud. vt.
2nd floor.

Fee and Cash Records

189. FEE BILLS, 1882--. 1 file box.

Fee bills, showing date of issue; names of plaintiff, defendant, and officer serving writ; kind of action; type of writ; and amount of fee. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

120. WITNESS AFFIDAVITS, 1920--. 1 vol.

Record of affidavits of witnesses appearing in court, showing date of affidavit; names of witnesses, plaintiff, and defendant; cause of action; and amount of fees. No index. Edw. 300 pp. 12 x 9 x 1 1/2. Clk. vt.

191. COURT ALLOWANCES, 1863-1905. In Court Papers, entry 123.

Allowances made by the court, showing date, name of claimant, amount, nature of service, and final settlement of claim.

Common Pleas Causes

From 1853 to 1873 there existed a separate court, styled the "Court of Common Pleas of Warren County." The court was established by an act of 1852, effective in 1853, and consisted of one judge, elected by the voters of the district for a four-year term. 1/

The court had original and exclusive jurisdiction in matters relating to probate of wills and to appointment of guardians for persons of unsound mind, and in matters relating to executors and administrators, except in special cases where concurrent jurisdiction was given to the circuit court or some other court; 2/ concurrent jurisdiction with the circuit court in civil matters ranging from fifty to one thousand dollars, except in cases of slander, libel, breach of marriage contract, action on an official bond, and where the title of real estate was in issue; 3/ jurisdiction in civil matters exceeding one thousand dollars relating to judgments confessed by consent of both parties or in an agreed

case; 4/ original jurisdiction in criminal case not amounting to felony, except those over which justices of the peace had exclusive jurisdiction, 5/ and in felony cases not punishable by death providing that the accused voluntarily agreed to trial; and jurisdiction in any civil case on change of venue from the circuit court. 6/

In 1873, the legislature abolished the court of common pleas and transferred its jurisdiction to the circuit court. 7/

The clerk of the circuit court was the clerk of the court of common pleas 8/ and was required to keep separate records for this court. 9/ When the court of common pleas was abolished, the records were transferred to the circuit court. 10/

All the records are located in the courthouse, and are, with other court records, in the custody of the clerk of the circuit court.

- 1/ 2 Rev. Stat. 1852, pt. 1, ch. 8, secs. 1, 3, 27, 28.
- 2/ Ibid., sec. 4.
- 3/ Ibid., sec. 11.
- 4/ Ibid., sec. 12.
- 5/ Ibid., sec. 14.
- 6/ Ibid., sec. 17.
- 7/ Acts 1873; Burns 4-520; Baldwin 1417.
- 8/ 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 25.
- 9/ Ibid., sec. 26.
- 10/ Acts 1873, ch. 29, sec. 81.

102. COURT OF PEACE, Cases, 1850-72. 50 file boxes (1-50). Cases brought to trial, showing date of action; names of plaintiff, defendant, and attorneys; cause; amount involved; proceedings; and decree in judgment. No index. 11 x 5 x 13½. Clk. vt.

Court Proceedings

193. ORDER BOOK, 1855-73. 7 vols. (A-G).

Record of proceedings in probate cases, showing date ; names of estate, administrator, witnesses, plaintiff, defendant, and attorneys; appointment of administrator; writ issued; return on writ; papers and reports; and final settlement of estate. Indexed alph. by names of plaintiffs and defendants. Hdw. 572 pp. 18 x 12 x 2½. Clk. vt.

194. COMPLETE RECORD, 1856- 90. 14 vols. (1,1-5,7,2-3).

Complete record of cases, showing date of action; names of plaintiff, defendant, attorneys, and witnesses; cause number; kind of action; proceedings; and decree of court. Indexed alph. by names of plaintiffs. Hdw. 350 pp. 18 x 12 x 3. Clk. vt.

VI. Sheriff

The sheriff is a constitutional officer elected for a two-year term. No person is eligible to the office of sheriff for more than four years in any six-year period. The sheriff is required to post bond in the amount from five thousand to fifteen thousand dollars as fixed by the board of commissioners. 1/

The office of sheriff was established at the organization of Warren County in 1827, under the authority of the Constitution of 1816 and an act of 1824 which directed the Governor to appoint a sheriff in any new county formed, to act as such until such an officer is duly elected and qualified. 2/

The sheriff is a conservator of the peace within Warren County. He is required to arrest without process all persons, who within his view commit any crime or misdemeanor, and hold them in custody during investigation of the cause of such arrest; to suppress all breaches of the peace, with authority to call to his aid the power of the county; to pursue and commit to jail all felons; to execute all process directed to him by legal authority; and to maintain and preserve order in the courts of the county except courts of justice of the peace. He also maintains the jail and takes care of the prisoners confined in it. 3/ It is his duty to protect persons in danger of possible lynchings. 4/ He makes arrests of all persons on warrants issued upon indictments and affidavits, and commits them to jail; and also serves

Sheriff

(Next entry 185, page 11)

summons in cases of misdemeanor. 5/

The sheriff sells mortgaged property on foreclosure proceedings and property on executions; 6/ executes deeds to real estate sold by him; 7/ conveys persons committed to state charitable, correctional, or penal institutions; 8/ and attends sessions and executes the orders of the county council 9/ and the board of commissioners. 10/

The chief records which the sheriff keeps are a cashbook, a fee book, 11/ and a jail record. 12/

All the records are located in the sheriff's office in the courthouse.

1/ Const., art. 6, sec. 2. 2 Rev. Stat. 1852, Acts 1837; Burns, 1837 suppl., 46-2801; Baldwin, 1837 Suppl., 3493.

2/ Const. 1816, art. 4, sec. 25. Rev. Laws 1824, ch. 100, sec. 6.

3/ 2 Rev. Stat. 1852; Burns 46-2802; Baldwin 3494.

4/ Acts 1805; Burns 10-3309, 10-3310; Baldwin 2530, 2531.

5/ Acts 1805, 1837; Burns, 1837 suppl., 9-1001; Baldwin, 1837 suppl., 2135.

6/ Acts 1831 (Spec. Sess.); Burns 2-3601, 3-1819; Baldwin 574, 1014.

7/ Acts 1831 (Spec. Sess.); Burns 2-4101; Baldwin 610. Acts 1831; Burns 3-1806; Baldwin 1008.

8/ Acts 1805; Burns 9-2202, 22-3013; Baldwin 2339, 4206.

Acts 1811; Burns 22-1713; Baldwin 4250. Acts 1819; Burns 22-1809; Baldwin 4201. Acts 1827; Burns 22-1813; Baldwin 4305.

9/ Acts 1899; Burns 26-510; Baldwin 5374.

10/ 1 Rev. Stat. 1852; Burns 23-611; Baldwin 5226.

11/ Acts 1895; Burns 48-1401; Baldwin 7576.

12/ Acts 1808; Burns 13-1007; Baldwin 13450.

Sheriff--Executions and Reports

(195-199)

Executions and Reports

195. SHERIFF'S RECORD OF MILEAGE, 1923--. 1 vol.

Record of mileage, showing date, per- served, number and title of cause, and amount of mileage and . No index. Hdw.
400 pp. 14 x 9 x 2.

196. CRIMINAL RECORD, 1935--. 1 vol.

Record of criminals sought and correspondence pertaining to the crime committed, showing date, name, nature of crime, place, description of fugitive, and agencies to be notified. No index. Typed. 1000 pp. 8 x 12 x 4.

197. JURY RECORD, 1926-60. 1 vol.

Record of persons serving on jury, showing names of plaintiff, defendant, attorneys, and bailiff; title of case; court term; dates impaneled and discharged; mileage; number of days and meals; and verdict. No index. Hdw. 200 pp. 14 x 9 x 1.

198. SCHEDULE OF PROPERTY EXEMPT FROM EXECUTION, 1937.

1 sheet.

Record of property exempt from executions due to \$500.00 limit, showing name of owner, description and location of property, and amount of exemption. No index. 1 x 9 x 15.

Fee and Cash Book

199. CASH BOOK, 1913--. 1 vol.

Record of all cash collected, showing date; names of payee, plaintiff, and defendant; cause of action; amount; purpose; and total amount. No index. Hdw. and typed. 300 pp. 18 x 12 x 5.

Sheriff--Fee and Cash Book

(200-201)

200. FOREIGN FEE BOOKLET, 1911--. 1 vol.

Record of papers from other counties, showing date, name of parties served, amount of cost, and rules covered. No index.

Hdw. 400 pp. 18 x 12 x 1/4.

201. FEE BOOK, 1920. 1 vol.

Record of fees collected, showing date, name of person served, costs, fees, mileage, witnesses' fees, and total fees. Double indexed alph. by names of plaintiffs and defendants. Hdw.

576 pp. 16 x 12 x 3.

VII. CORONER

The coroner is a constitutional officer elected for a two-year term, without restriction on reelection. 1/ He is required to post a bond of not more than five thousand nor less than one thousand dollars, as fixed by the board of commissioners. 2/

Prior to the Constitution of 1851, the office of coroner was established at the organization of Warren County in 1827, under the authority of the Constitution of 1816 and an act of 1824 which directed the Governor to appoint a coroner in any new county formed, to act as such until such an officer is duly elected and qualified. 3/

The coroner is required to investigate deaths by violence, by accident, and of suspicious nature; to inquire into the cause and manner of death; 4/ and to order the arrest of any person whom he may charge with murder. 5/ He holds such inquests without a jury, 6/ and may subpoena witnesses and employ a physician to make a post-mortem examination; 7/ draws up his verdict, 8/ and files it in the office of the clerk of the circuit court, together with a report, giving a minute description of the deceased and valuables found with the body. 9/ He is a peace officer with the same powers as the sheriff, 10/ and acts as sheriff in event of absence, vacancy, personal interest, or incapacity of that officer, 11/ and arrests and commits to jail the sheriff if necessary 12/

Coroner

(202-204)

- 1/ Const., art. 6, sec. 2.
- 2/ 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901; Baldwin 5436.
- 3/ Const. 1816, art. 4, sec. 25. Acts 1824, ch. 100, sec. 6.
- 4/ 2 Rev. Stat. 1852, Acts 1871, 1879 (Spec. Sess.), 1935;
Burns, 1937 suppl., 49-2904; Baldwin, 1935; Suppl., 5439.
- 5/ 2 Rev. Stat. 1852; Burns 49-2914; Baldwin 5448.
- 6/ Acts 1879 (Spec. Sess.); Burns 49-2905; Baldwin 5444.
- 7/ 2 Rev. Stat. 1852; Burns 49-2906; Baldwin 5440.
- 8/ 2 Rev. Stat. 1852, Acts 1879 (Spec. Sess.); Burns
49-2908; Baldwin 5442.
- 9/ 2 Rev Stat. 1852, Acts 1879 (Spec. Sess.); Burns
49-2909; Baldwin 5443.
- 10/ 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901; Baldwin 5436.
- 11/ 2 Rev. Stat. 1852; Burns 49-2902; Baldwin 5437.
- 12/ 2 Rev. Stat. 1852; Burns 49-2903; Baldwin 5438.

202. CORONER'S INQUEST, 1911--. 3 filo boxes.

Files of coroners' inquests, showing name, age, and sex of deceased; place and time of death; testimony of witnesses; and result of inquest. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

203. RECORD OF INQUESTS, 1904-21. 1 vol.

Record of investigation in cases of unexplained or violent deaths, showing name of deceased; date, place, and time of death; and result of inquest. No index. 1904-17, typed., 1917-21, hdw. 448 pp. 16 x 10 x 2 $\frac{1}{2}$. Clk. vt.

204. CORONER'S VERDICT, 1930--. 1 filo box.

Original verdicts rendered after investigation of cases of unexplained or violent deaths, showing name of deceased; date, place, and cause of death; and result of inquest. No index. 11 x 5 x 13 $\frac{1}{2}$. Clk. vt.

Coronor

(205)

205. INDIANA BOARD OF HEALTH CERTIFICATE OF DEATH,
1922--. 1 bdl.

Certificates of death issued after completion of inquest, showing date, place, and cause of death; name, date of birth, race, and age of deceased; and certificate number. No index. 10 x 10 x 1.
Cor. residence off., 114 Washington St., Williamsport, Ind.

(Next entry 206, page 117)

VIII. PROSECUTING ATTORNEY

The prosecuting attorney is a constitutional officer, elected in each judicial circuit for a two-year term. 1/ He is required to execute a bond in the amount of five thousand dollars, to be approved by the judge of the circuit court and filed with the clerk. 2/

Prior to the Constitution of 1851, the circuit prosecutor was chosen by joint ballot of the senate and house of representatives by an act of 1831. 3/ The legislature in 1843 provided that the prosecuting attorney be elected by the voters of the circuit. 4/ In 1847 the prosecuting attorney was made a county officer, elected by the voters thereof. 5/ The act of 1847 was repealed in 1851, and the provisions of the act of 1843 were restored. 6/

The prosecuting attorney prosecutes the pleas of the state 7/ in all courts of Warren County, including the courts of justice of the peace, as provided by law. 8/ He appears before the grand jury to furnish information relative to matters cognizable by it or upon any legal matter, and signs all indictments found, but is excluded from its deliberations. 9/ He may also prosecute by affidavit persons accused of public offenses except treason and murder. 10/ He conducts all prosecutions for felonies and misdemeanors in Warren County, all suits on forfeited recognizances, resists applications for changing names, and superintends on behalf of the county or any of its trust funds, all suits in which the same may be interested or involved. 11/ He defends persons of

Prosecuting Attorney

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unsound mind or incapable of managing their business affairs by reason of old age or other infirmity, and protects their interests; 12/ and resists undefended actions for divorce. 13/

The prosecuting attorney may take acknowledgments to deeds or other instruments in writing, administer oaths, protest notes and checks, take depositions of witnesses, and perform any duty now conferred on a notary public. 14/

All the records are located in the courthouse.

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- 1/ Const., art. 7, sec. 11. 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.
 - 2/ 2 Rev. Stat. 1852; Burns 49-2502; Baldwin 5458.
 - 3/ Rev. Laws 1831, ch. 10, sec. 1.
 - 4/ Acts 1843, ch. 15, sec. 1.
 - 5/ Acts 1847, ch. 12, sec. 1.
 - 6/ Acts 1851, ch. 132, secs. 1-2.
 - 7/ 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.
 - 8/ Acts 1933; Burns 49-2695; Baldwin 7550.
 - 9/ Acts 1905; Burns 9-826, 9-901; Baldwin 2122, 2123.
 - 10/ Acts 1905, 1927; Burns 9-908; Baldwin 2131.
 - 11/ 2 Rev. Stat. 1852; Burns 49-2504; Baldwin 5460.
 - 12/ Ibid. 2 Rev. Stat. 1852, Acts 1835; Burns 8-202; Baldwin 3460. Acts 1911, 1919; Burns 8-301; Baldwin 3472.
 - 13/ Acts 1873; Burns 3-1212; Baldwin 916. Acts 1913; Burns 3-1213; Baldwin 917.
 - 14/ Acts 1919; Burns 49-2507; Baldwin 5463.

206. PROSECUTING ATTORNEY, (Monthly Reports), 1932--.

1 file box.

Monthly reports of prosecuting attorney to county commissioners, showing name of court hearing case, number and title of cause, names of litigants, and fees. Arr. chron. 11 x 4 x 16 3/4. Aud. 2nd. floor vt.

(Next entry 207, page 120)

IX. ASSESSOR

The assessor is a statutory officer, elected for a four-year term. He must be a continuous resident freeholder of Warren County for not less than four years prior to the date of his election, and post a five thousand dollar bond, with two or more good freehold sureties approved by the auditor, who also administers the oath of office. His work is under the direction of the state board of tax commissioners, and he may be removed by that board, after a hearing, for incompetency, neglect of duty, or misconduct in office. 1/

The legislature in 1841 created the county offices of appraiser 2/ and assessor 3/ with similar functions relative to valuation for taxation of real and personal property, respectively. The office of assessor existed in Warren County until 1852, when the office was discontinued, 4/ and the duties devolved upon township assessors. The office of appraiser was discontinued in 1872, 5/ and replaced by the office of county assessor, then reestablished. 6/ Three years later the office was abolished 7/ and again established in 1891 in its present form. 3/

The duties of the assessor are to examine carefully tax duplicates and other records in the offices of the auditor, treasurer, recorder, clerk, sheriff, and surveyor, together with the returns of the township assessors, and to discover, list, and assess all omitted property of every kind, entering his valuations in a separate column on the township assessors' records; to list and

Assessor.

(Next entry 207, page 120)

assess any omitted property which he discovers at any time of the year; to instruct and advise the township assessors; to report to the state board of tax commissioners any delinquencies of township assessors; 9/ to set a value upon intangibles for taxes; 10/ and to appraise estates for inheritance taxes. 11/ He is ex-officio member and president of the Warren County Board of Review. 12/

The assessor is required to return to the auditor all township assessors' books, returns, lists, schedulos, and other papers received by him from the auditor, together with such additional books, lists, assessments, and papers as he has made thereto on or before the first Monday after July 4 of each year. 13/

All the records are located in the auditor's vault, 1st. floor of the courthouse.

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- 1/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696.
 - 2/ Acts 1841, ch. 1, sec. 1.
 - 3/ Acts 1841, ch. 3, sec. 1.
 - 4/ 1 Rev. Stat. 1852, ch. 92, sec. 1.
 - 4/ Acts 1872 (Spec. Sess.), ch. 37, sec. 276.
 - 6/ Ibid., sec. 107.
 - 7/ Acts 1875, ch. 97, sec. 9.
 - 8/ Acts 1891, ch. 99, sec. 112.
 - 9/ Acts 1919; Burns 64-1102; Baldwin 15698.
 - 10/ Acts 1933, 1935; Burns, 1937 suppl., 64-305; Baldwin, 1935 suppl., 15903.
 - 11/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696. Acts 1931, 1933; Burns 6-2408; Baldwin 15946.
 - 12/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.
 - 13/ Acts 1919; Burns 64-1102; Baldwin 15698.

Assessor

(207-208)

207. REPORT TO STATE, 1924-26. 1 file box.

Reports to state board of tax commissioners covering assessed value of live stock, automobiles, chattels, and intangibles; showing date of report, name of owner, and amounts assessed and paid. No index. 9 x 11 x 16.

208. REPORTS OF TOWNSHIP ASSESSORS TO COUNTY ASSESSOR, 1928. 1 file box.

Township assessor's weekly reports to county assessor, showing class of property assessed; amount, value, and total tax rates; and amount of delinquencies collected. No index. 4 x 7 x 15.

(Next entry 209, page 123)

X. BOARD OF REVIEW

The board of review of Warren County, established under an act of 1891 1/ and subsequent amendments, reviews assessments and equalizes the valuation of real and personal property. Its members are the assessor, auditor, and treasurer, ex officio, and two freeholders of opposite political parties, appointed annually by the judge of the circuit court. The assessor is president and the auditor is secretary. 2/

Prior to 1891, there was a county board of equalization, consisting of the board of commissioners and certain other members--in 1841, the auditor and the assessor; 3/ in 1852, the auditor and the appraiser or appraisers; 4/ in 1872, the auditor and the assessor; 5/ and in 1881, four freeholders from different parts of the county, appointed by the judge of the circuit court. 6/ In 1891 the board of review was created, consisting of the assessor, auditor, and treasurer; in 1895 two freeholders were added to the board; 7/ and the act of 1919 requires the two freeholders to be of opposite political parties.

The board of review holds an annual meeting beginning on the first Monday of June. A majority constitutes a quorum for the transaction of business and may decide any question. At the meeting the auditor submits for examination the assessment list of the county returned by the township assessors, and the county assessor reports all corrections and changes which in his judgment ought to be made, which the board considers and acts upon,

Board of Review

(Text entry 209, page 123)

and it may, upon its own action, add omitted property. 8/

The board adjusts inequalities in the valuation of particular tracts or lots, 9/ hears complaints of owners of personal property, corrects errors in the description and assessment, and passes upon each valuation in the township assessors' lists. 10/ It assesses the capital stock and franchises of corporations in the county, except those assessed by the state board of tax commissioners, such as railroad, telephone, and telegraph companies. 11/

It is the duty of the board to inquire as to the valuation of various classes of property in the townships or any taxing unit, to make such changes as may be necessary, and to determine the amount to be added or deducted in order to make an equitable equalization of valuation throughout the county. If the board shall find the aggregate assessment too high, too low, or unequal, it may set aside the assessment of the whole county, or of any township or taxing unit therein, and order a new assessment. 12/

The auditor, as secretary, is required to keep full and accurate minutes of the proceedings of the board. The changes made by the board are entered in a separate column in the assessment lists. 13/

All the records are located in the auditor's vault, 2nd floor, in the courthouse.

1/ Acts 1891, ch. 99, sec. 114.
2/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.

Board of Review

(209-210)

- 3/ Acts 1841, ch. 1, sec. 18.
- 4/ 1 Rev. Stat. 1852, ch. 35, sec. 2.
- 5/ Acts 1872 (Spc.Sess.), ch. 37, sec. 150.
- 6/ Acts 1881 (Spc.Sess.), ch. 96, sec. 129.
- 7/ Acts 1885, ch. 36, sec. 2.
- 8/ Acts 1919, 1920 (Spc.Sess.); Burns 64-1201; Baldwin -
15760.
- 9/ Acts 1919; Burns 64-1205; Baldwin 15704.
- 10/ Acts 1919, 1920 (Spc.Sess.); Burns 64-1201; Baldwin 15700.
- 11/ Acts 1919; Burns 64-724; Baldwin 15638.
- 12/ Acts 1919; Burns 64-1205; Baldwin 15704.
- 13/ Acts 1919, 1920 (Spc. Sess.); Burns 64-1201; Baldwin 15700.

209. RECORD OF Proceedings of Board of Review, 1891--.

1 vol.

Record of business transacted during sessions of board of review, showing date and place of meeting, tax assessments, reviews in appeal cases on personal and real properties, appraisements, and names of members. Arr. chron. Hdw. and typed. 584 pp.

18 x 12 x 3.

210. ADJUSTMENTS OF DISTRIBUTION BOARD OF REVIEW, 1926--.

1 file box.

Board of review reports, showing reports from towns and advisory boards, delinquencies in tax lists, bonds and coupons for levy, appointments to board of review, and dates of meetings. No index.

11 x 4 x 16 3/4.

(Next entry 211, page 125)

XI. BOARD OF TAX ADJUSTMENTS

The board of tax adjustment of Warren County consists of seven members, chosen in accordance with an act of 1937, as follows: One member of the county council, chosen by the council; a member of the board of trustees of the largest town in the county to be selected by such board; one member of the county board of education selected by such board; and four freeholders of the county appointed annually by the judge of the circuit court. No more than four of the seven members may be adherents of the same political party. The board elects its own chairman and vice-chairman, and the auditor acts as clerk, but has no vote in its proceedings. 1/

The board was first created by an act of 1932 2/ and re-constituted by an act of 1933, 3/ with seven members as at present, differing chiefly in qualifications and methods of appointment.

The auditor lays before the board, at its annual meeting beginning the second Monday of September and ending not later than the first day of October, the budgets adopted and the tax levies and rates fixed by the proper authorities of each municipal corporation for the ensuing year. 4/

It is the duty of the board to examine, revise, change, or reduce, but not increase, any budget, tax levy, or rate, holding such budget with the total amount of revenue to be raised therefor. No change can be made in detailed items, but only in the total amounts budgeted for each office. 5/ The total of all tax rates

Board of Tax Adjustment

(211)

on property within any municipal corporation for all municipal corporations for which the property therein is taxable, with certain exceptions, must not exceed the total rate as provided by law. 6/ The board has the right to require officials submitting budget estimates and tax levies and rates, to attend its meeting or to furnish any necessary information, and it may employ an examiner of the state board of accounts to assist in its duties. 7/

The auditor, as clerk, keeps a complete record of all its proceedings. 8/

All the records are in the auditor's vault, 2nd floor, in the courthouse.

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- 1/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.
 - 2/ Acts 1932, ch. 10, sec. 4.
 - 3/ Acts 1933, ch. 237, sec. 4.
 - 4/ Acts 1937; Burns, 1937 suppl., 64-310, 64-311; Baldwin, 1937 suppl., 15897-4, 15897-5.
 - 5/ Acts 1937; Burns, 1937 suppl., 64-311; Baldwin 1937 suppl., 15897-6.
 - 6/ Acts 1937; Burns, 1937 suppl., 64-309; Baldwin, 1937 suppl., 15897-3.
 - 7/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.
 - 8/ Ibid.

211. TAX ADJUSTMENT BOARD RECORD, 1933--.. 1 vol.

Minutes of meetings, showing date and place of meeting, names of members, nature of business under consideration, and the different tax rates established for different towns and townships. No index. Typed. 250 pp. 11 x 9 x 1 $\frac{1}{2}$.

(Next ontry 212, page 123)

XII. BOARD OF FINANCE

The board of finance of Warren County consists of the board of commissioners under the authority of the Depository Acts of 1937. The auditor is the secretary, 1/ and the board elects its president. 2/

The board was first created by an act of 1907 3/ and recreated by the Depository Acts of 1935. 4/

The board of finance has supervision of all public funds of the county and of the safekeeping and deposit thereof, 5/ and may sue and be sued, in its own name, in any court of competent jurisdiction. 6/ It designates the banks to serve as depositories for county funds. 7/ The board receives monthly statements of county funds on deposit from the banks, 8/ and may, as it sees fit, revoke the commission of any depository at any time. 9/

The board of finance holds an annual meeting on the third Monday in January for its organization, 10/ a biennial meeting on the third Monday in February, in the odd numbered years, for the consideration of proposals of banks as depositories for the ensuing two-year period. 11/

The agents of all boards of finance--county, city, town, school, and township--and of all banks desiring to become depositories, are called together by the president of the county board in a joint meeting biennially, within five days before the date fixed for filing the proposals, for the purpose of making an agreement designating depositories and the amount of deposits in each. The total

Board of Finance

(Next entry 212, page 122)

maximum amount of all public funds controlled by the several boards in the county is considered as one fund in making deposits in such proportion as the total resources of each depository bear to the total resources of all. The secretary of the county board is the secretary of the joint meeting and records its proceedings in the record of the county board. 12/

The auditor, as secretary of the board of finance, keeps a record of its proceedings. 13/

All the records are located in the courthouse.

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- 1/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.
 - 2/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
 - 3/ Acts 1907, ch. 222, sec. 6.
 - 4/ Acts 1935, ch. 70, sec. 7.
 - 5/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.
 - 6/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
 - 7/ Acts 1937; Burns, 1937 suppl., 61-635, 61-636; Baldwin, 1937 suppl., 13844-56, 13844-57.
 - 8/ Acts 1937; Burns, 1937 suppl., 61-638; Baldwin, 1937 suppl., 13844-50.
 - 9/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl., 13844-57.
 - 10/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
 - 11/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl., 13844-57.
 - 12/ Acts 1937; Burns, 1937 suppl., 61-635; Baldwin, 1937 suppl., 13844-56.
 - 13/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.

Board of Finance

(212-213)

212. PROCEEDINGS OF County Board of Finance7, 1907--.

1 vol.

Minutes of regular and special sessions of board of finance, showing date of meeting, names of members, and nature of business. Arr. chron. Hdw. and typed. 576 pp. 18 x 12 x 2 $\frac{1}{2}$. Aud. vt., 2nd floor.

213. DEPOSITORY REPORT TO BOARD OF FINANCE' 1909-24. 2 vols.;

1 bdl. 1914-15, 1925-27, missing.

Original depository reports of board of finance, showing date, amounts deposited and withdrawn, balance, and warrant number.

No index. Hdw. Vols., 500 pp. 14 x 17 x 4; 1 bdl. 17 x 14 x 3 $\frac{1}{2}$.

1 bdl., 1909-13, Tr. 1st floor vt.; 2 vols., 1906-24, Tr. 2nd floor vt.

(Next entry 214, page 130)

XIII. SCHOOL FUND BOARD

The school fund board of Warren County, as created by an act of 1935, consists of the auditor and the clerk of the circuit court ex officio and one member appointed by the judge of the circuit court for a two-year term. No more than two members of the board may be adherents of the same political party. 1/

Originally, loans from the school funds of Warren County were made by the school commissioner, elected by the voters, in accordance with an act of 1831. The school commissioner was a financial agent of the county to manage the school funds and the lands belonging thereto. 2/ This office was abolished in 1852 and the duties divided between the auditor and the treasurer. 3/ The auditor had the sole authority to make loans until 1935. 4/

The school fund board makes all loans from the common school and the congressional township school funds to owners of real estate, such loans to be secured by mortgage. The board must satisfy itself, after approval of the title by the county attorney, as to the value of real estate offered in the mortgage, the validity of the title, and whether it is encumbered. 5/ Loans may also be made to the county upon proper authorization by the county council, in certain cases, for a period not exceeding five years. 6/

All the records are located in the recorder's vault on the second floor in the courthouse.

1/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 6558.

2/ Rev. Laws 1831, ch. 86, sec. 6.

School Fund Board

(214-215)

- 3/ 1 Rev. Stat. 1852, ch. 98, sec. 133.
 4/ 1 Rev. Stat. 1852, ch. 98, sec. 34. Acts 1865, ch. 1,
 sec. 75.
 5/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin,
 1935 suppl., 6558.
 6/ Acts 1901; Burns 28-201; Baldwin 6568, 6569.

214. RECORD OF SCHOOL FUND BOARD, 1935--. In School Fund Papers, entry 285.

Record of school fund board, showing date, place, and minutes of meeting; and approval of school fund loan.

For other school fund records, see entries 99, 215, 247-48, 281-290.

215. APPROVAL OF SCHOOL FUND LOANS, 1935--. In School Funds and Scholarship, entry 285.

Record of approval of school fund loans on reverse side of mortgage applications, showing date of approval, amount of loan, and signatures of members of board.

For other school fund records, see entries 99, 214, 247-48, 281-90.

(Next entry 216, page 133)

XIV. TREASURER

The treasurer is a constitutional officer elected for a two-year term. No person is eligible to the office of treasurer for more than four years in any six-year period. 1/ He is required to execute his official bond in the penalty of not less than the amount of money which may come into his hands at any time during his term. 2/

Prior to the Constitution of 1851, the office of treasurer was established at the organization of Warren County. The treasurer was appointed by the board of commissioners, under an act of 1824. 3/ The treasurer became an elective officer by an act of 1841. 4/

The treasurer receives all moneys coming to Warren County and disburses the same on the proper orders issued and attested by the auditor. 5/ He collects all taxes for state, county, school, road, or other purposes, due the county on the tax duplicate, 6/ delivered to him by the auditor, 7/ including city taxes. 8/ He sells by public auction real estate 9/ and personal property 10/ for delinquent taxes. He also collects taxes from corporations in the county, 11/ and the excise tax on shares of stock and deposits of banks 12/ and loan associations; 13/ and sells intangible tax stamps for the state board of tax commissioners. 14/

The treasurer makes quarterly reports to the board of

Treasurer

(Next entry 216, page 133)

commissioners, showing the true amount of money in the county treasury; 15/ a monthly report to the auditor, showing the total amount of cash payments received during the month and the respective accounts credited, 16/ semiannual settlements for taxes with the county auditor in May and December 17/ and in accordance therewith pays to the state treasurer in June and December all money due for state purposes; 18/ and makes such other payments to the state treasurer as authorized during the year. 19/ He makes to the auditor, quarterly and at the expiration of his term of office, a sworn report showing specifically the amount of fees collected, 20/ and deposits quarterly with the auditor all orders redeemed. 21/ The treasurer is ex officio a member of Warren County Board of Review. 22/

The treasurer keeps separate cashbooks--for taxes and special assessments and for payments for all other purposes. 23/ He is required to keep his books by separate accounts for separate funds or specific appropriations as well as by one general account. 24/

All the records are located in the courthouse.

1/ Const., art. 6, sec. 2.

2/ 1 Rev. Stat. 1852, Acts 1865, 1919; Burns 49-3101; Baldwin 5548.

3/ Rev. Laws 1824, ch. 23, sec. 1.

4/ Acts 1841, ch. 4, sec. 1.

5/ 1 Rev. Stat. 1852; Burns 49-3103, 49-3111; Baldwin 5550, 5558.

6/ Acts 1919; Burns 64-1502; Baldwin 15748.

7/ Acts 1919; Burns 64-1408; Baldwin 15745.

8/ Acts 1933; Burns 48-1219; Baldwin 11400.

Treasurer--Tax Collections

(216-217)

- 9/ Acts 1919; Burns 64-1516; Baldwin 15770.
- 10/ Acts 1919; Burns 64-1705; Baldwin 15782.
- 11/ Acts 1919; Burns 64-1801; Baldwin 15783.
- 12/ Acts 1933; Burns 64-804; Baldwin 15585.
- 13/ Acts 1933; Burns 64-827; Baldwin 15608.
- 14/ Acts 1933; Burns 64-927; Baldwin 15925.
- 15/ Acts 1895, 1913; Burns 49-1403; Baldwin 7578.
- 16/ Acts 1919; Burns 64-2101; Baldwin 15802.
- 17/ Acts 1919; Burns 64-2501; Baldwin 15850.
- 18/ Acts 1919; Burns 64-2503, 64-2504; Baldwin 15852, 15853.
- 19/ Acts 1859, 1861; Burns 49-1813; Baldwin 15059. Acts
1937; Burns, 1937 suppl., 61-626; Baldwin, 1937 suppl., 13844-47.
- 20/ Acts 1895, 1903, 1913; Burns 49-1402; Baldwin 7577.
- 21/ 1 Rev. Stat. 1852; Burns 49-3114; Baldwin 5516.
- 22/ Acts 1919, 1920 (Spc. Sess.); Burns 64-1201; Baldwin
15700.
- 23/ Acts 1919; Burns 64-2401; Baldwin 15802.
- 24/ 1 Rev. Stat. 1852; Burns 49-3109; Baldwin 5554.

Tax Collections

Personal and Real Property

216. TAX DUPLICATES, 1843--. 127 vols. (numbering varies).

Record of paid and delinquent taxes, showing name of property owner; description, acreage, and value of land; location by section, township, and range; value of improvements; amount of taxes; and amounts paid and delinquent. 15 vols. indexed alph. by names of owners; 112 vols., no index. Hdw. 187 pp. 16 x 17 x 1 3/4. 1843-86, Aud. 1st floor vt.; 1887--, and 15 vols., 1907--, Aud. 2nd. floor vt.

217. OMITTED TAX DUPLICATE, 1903. 1 vol.

Record of property omitted from regular assessment, showing date; name of owner; tax rate; description, value, and location of property; amount of assessment; and summary. No index. Hdw. 80 pp. 19 x 17 x 1. Tr. 1st. floor vt.

218. CASHBOOK OF TAX COLLECTIONS, 1913-32. 7 vols. (3-9).

Vols. 1-2, prior to 1913, missing.

Record of tax collections, showing date, location of property, names of taxpayer and taxing unit, and amount received. Indexed alph. by names of payers. Hdw. 210 pp. 18 x 12 x 2. Tr. 1st. floor vt.

219. TAX RECEIPTS, 1898--. 866 vols.

Record of tax receipts, showing date, amount of payment, description of property, and name of payer. No index. Hdw. 300 pp. 13 x 11 x 2. 1898-1932, Tr. 1st. floor vt.; 1933--, Tr. 2nd. floor vt.

220. REGISTER OF MONTHLY TAX REPORT RECEIPTS, 1933--. 1 vol.

Monthly reports of tax receipts, showing date, amount paid, purpose, and name of payer. No index. Hdw. 45 pp. 17 x 8 x 1. Tr. 2nd. floor vt.

221. TAX COLLECTOR'S REPORT, 1879-83. 1 vol.

Reports and settlement sheets of township tax collectors, showing date, name of taxpayer, number of tax duplicate, amount of tax, penalty, cost, interest, and advertising fee. No index. Hdw. 200 pp. 12 x 10 x 2. Tr. 1st. floor vt.

Delinquent

222. INSOLVENT RECORD, 1913--. 1 vol.

Record of uncollectable delinquent taxes, showing name of taxpayer, number of tax duplicate, years delinquent, amounts of property and

Treasurer --Tax Collections

(223-226).

tax insolvent, and reason not collected. No index. Hdw. 640 pp.
18 x 13 x 3. Tr. 2nd. floor vt.

223. MORATORIUM TAX DUPLICATE, 1934--. 1 vol.

Record of unpaid taxes granted moratorium, showing names of taxing unit and property owner, date, description and location of property, amount payable, due date, interest, penalties, delinquencies, and total amount paid to date. Arr. by taxing units. Hdw. 150 pp. 17 x 14 x 1. Tr. 2nd. floor vt.

224. TAX DELINQUENT, 1860-65. 22 vols.

Record of taxes delinquent at close of tax term, showing name of delinquent; description, location, and value of lands and improvements; and total value and delinquency. No index. Hdw. 100 pp. 17 x 11 x $\frac{1}{2}$. Tr. 1st. floor vt.

For subsequent records, see entry 216.

Inheritance (see also entry 114)

225. APPRAISER'S NOTICE, 1934--. 1 file box.

Notices of appraisals of real properties, showing name of owner, location of property, and dates of appraisal and valuation. No index. 5 x 8 x 12. Tr. 2nd. floor vt.

226. DUPLICATE INHERITANCE TAX RECEIPT, 1918--. 2 vols.

Duplicate receipts for inheritance taxes paid, showing names of estate and heirs, relationship to deceased, amount of tax, and date. No index. Hdw. 325 pp. 11 x 7 x 3. Tr. 2nd. floor vt.

227. INHERITANCE TAX PAID AND NOT PAID, 1920-29. 1 file box. Tax papers, showing date, name of payer, amount of tax, and amounts paid and not paid. No index. 5 x 8 x 12. Tr. 2nd. floor vt.

Intangible

228. RECORD OF RECEIPT AND SALE OF INTANGIBLE STAMPS, 1934--. 1 vol.

Record of receipts and sale of intangible stamps, showing amount and date of consignment, amount and denominations of stamps sold and on hand, and balance by debits and credits. No index. Hdw. 12 pp. 14 x 17 x 1. Tr. 2nd. floor vt.

Public Improvements

229. DITCH DUPLICATE, 1889--. 2 vols.

Record of taxes collected for repair or construction of ditches and drains, showing name of landowner; description, location, and acreage of land; share of assessment levied; dates of payment of assessment and interest; and total. No index. Hdw. 80 pp. 26 x 17 x 3. 1 vol., 1889-1916, Tr. 1st. floor vt.; 1 vol., 1917--, Tr. 2nd. floor vt.

230. DITCH TAX RECEIPTS, 1930--. 8 vols.

Duplicates of receipts issued to payers of ditch assessments, showing date, names of payer and ditch, description of property assessed, and amount paid. No index. Hdw. 200 pp. 11 x 5 x 1. Tr. 2nd. floor vt.

Treasurer--Receipts and Disbursements

(231-234)

231. GRAVEL ROAD TAX DUPLICATE, 1869-1910. 22 vols.

Duplicate receipts, showing names of road and land owner; duplicate number; description, location, and acreage of land; and amount of assessment. No index. Hdw. 80 pp. 17 x 16 x 1. Tr. 1st. floor vt.

Receipts and Disbursements

232. DAILY BALANCE OF CASH AND DEPOSITORY, 1920--. 8 vols.

(1-2, and 6 vols. not numbered).

Record of daily balance of cash in depositories, showing date, names of payer and payee, amounts of daily deposits and receipts, purpose, and totals. No index. Hdw. 310 pp. 18 x 11 x 3 $\frac{1}{2}$. 1 vol., 1920-21, Tr. 1st. floor vt.; 7 vols., 1922--, Tr. 2nd. floor vt.

233. MONTHLY FINANCIAL REPORT, 1918--. 2 vols., 1 bdl.

Title varies: 1 bdl., 1918-29, Monthly Financial Statements.

Treasurer's monthly balance sheet, showing date, amounts received and disbursed from the various county funds, name of fund credited, overdraft, and total balances. No index. 1927--, hdw. 240 pp.. 21 x 16 x 1; 1 bdl., 21" in width. 2 vols., 1927--, Tr. 2nd. floor vt.; 1 bdl., 1918-29, Tr. 1st. floor vt.

234. REGISTER OF WARRANTS, DEPOSITORY BALANCES, 1922--.

4 vols. (3-4, and 2 vols. not numbered).

Register of warrants and depository balances, showing amounts of

Treasurer--Receipts and Disbursements

(235-238)

funds withdrawn and deposited, warrant number, name of payer, and source of revenue. Indexed alph. by names of payees. Hdw. 200 pp. 18 x 12 x 2. 3 vols., 1922-31, Tr. 1st. floor vt.; 1 vol., 1932--, Tr. 2nd. floor vt.

235. TREASURER'S CASH RECONCILEMENT, 1922-29. 2 vols. Record of depository balances and additional credits, showing number and amount of warrant, and balances. No index. Hdw. 300 pp. 8 x 11 x 2. Tr. 1st. floor vt.

236. TREASURER'S RECEIPT, 1909--. 6 vols. Record of all receipts, showing date, amount, name of payer, and purpose. No index. Hdw. 250 pp. 17 x 13 x 2 $\frac{1}{2}$. Tr. 2nd. floor vt.

237. TREASURER'S LEDGER OF RECEIPTS AND DISBURSEMENTS, 1936--. 2 vols. Records of receipts and disbursements, showing dates and amounts received and disbursed, warrant and receipt numbers, source received, purpose, names of payer and payee, overdraft, and balance. No index. Hdw. 200 pp. 17 x 15 x 2. Tr. 2nd. floor vt.

238. TREASURER'S CASH BOOK, 1862-1924. 27 vols. Daily reports on cash transactions, showing amount of cash on hand at beginning of day, date, names of payer and payee, amount paid, warrant number, total receipts and disbursements, and balance at end of day. No index. Hdw. 250 pp. 18 x 12 x 2. Tr. 1st. floor vt.

Treasurer--Receipts and Disbursements

(239-243)

239. RECORD OF RECEIPTS, 1912-24. 3 vols.

Record of receipts from all county funds, showing date, amount paid, receipt number, name of payer, and purpose. No index.

Hdw. 80 pp. 25 x 18 x 2. Tr. 1st. floor vt.

For subsequent records, see entry 237.

240. DISBURSEMENT RECORD, 1922-24. 1 vol.

Record of county expenditures, showing date, name of payee, purpose, name of fund credited, amount paid, and grand total.

No index. Hdw. 199 pp. 24 x 17 x 2. Tr. 1st. floor vt.

For subsequent records, see entry 237.

241. APPROPRIATION LEDGER, 1911-21. 5 vols. (2-6). Vol. 1, prior to 1911, missing.

Record of appropriated county funds, showing date, amounts appropriated for the various offices and county institutions, and amount disbursed. No index. Hdw. 235 pp. 18 x 17 x 2. Tr. 1st. floor vt.

242. TREASURER'S CASH TICKETS AND CANCELED^L CHECKS, 1929-31.
3 file boxes.

Treasurer's deposit tickets and canceled checks, showing date, names of payee and depository, check number, amounts deposited and withdrawn, and balance in each depository. No index. 2 file boxes, 11 x 5 x 3; 1 file box, 10 x 15 x 4. Tr. 1st. floor vt.

243. CONDENSED LEDGER AND REPORT, 1840-1910. 3 vols.

Condensed ledger of receipts and disbursements, showing date, amounts received and disbursed, and names of payer and payee.

Treasurer--Receipts and Disbursements

(244-248)

No index. Hdw. 190 pp. 23 x 17 x 3. Tr. 1st. floor. vt.

244. TREASURER'S LEDGER, 1840-74. 4 vols.

Record of miscellaneous receipts, showing date and amount received, source, and names of payer and fund credited. Indexed alph. by names of payers. Hdw. 200 pp. 12 x 8 x 1. Tr. 1st. floor vt.

245. JOURNAL, 1841-66. 3 vols. (2-3, and 1 vol. not numbered).

Journal of orders, showing date, order number, name of payee, and amount paid. No index. Hdw. 200 pp. 12 x 10 x 1 $\frac{1}{2}$. Tr. 1st. floor vt.

246. REGISTER OF ORDERS, 1841-66. 4 vols. (3, and 3 vols. not numbered).

Register of orders redeemed, showing date, number and nature of order, amount paid, name of payee, and date redeemed. No index. Hdw. 200 pp. 16 x 10 x 1 $\frac{1}{4}$. Tr. 1st. floor vt.

School Funds (see also entries 99, 214-15, 281-90)

247. REGISTER OF RECEIPTS OF SCHOOL FUNDS, 1866-72. 1 vol. (3).

Register of school fund receipts, showing date and number of receipt, name of payer, amount paid, and purpose. Indexed alph. by names of payers. Hdw. 300 pp. 16 x 10 x 2. Tr. 1st. floor vt.

248. REGISTER OF RECEIPTS, TRUST FUNDS, 1849-55. 1 vol.

Register of receipts from trust funds, showing date and number of receipt, names of payer and fund credited, and amount paid. No index. Hdw. 120 pp. 15 x 10 x 1. Tr. 1st. floor vt.

XV. AUDITOR

The auditor is a constitutional officer, elected for a four-year term. No person is eligible to the office of auditor for more than eight years in any twelve-year period. 1/ He is required to post bond in the amount of ten thousand dollars approved by and filed with the county commissioners. 2/

Prior to the Constitution of 1851, this office was established by the legislature in 1841. 3/

The auditor is the financial agent of the county and the routine administration of county affairs centers in his office, through which all financial transactions are conducted.

The principal functions of the auditor are fourfold: As a county "controller", he keeps the accounts of the county and issues warrants for all claims allowed by the commissioners, by court order, 4/ or otherwise as statutes provide. 5/ Ex officio he is clerk to the board of commissioners, 6/ the county council, 7/ and the board of tax adjustment, 8/ and secretary of the board of finance. 9/ He is also a member and the secretary of the board of review, 10/ and a member of the school fund board. 11/ As a tax officer, he prepares the official tax duplicates, 12/ certifies to the treasurer the amount of taxes due from banks; 13/ and, if the board of tax adjustment fails to complete its duties on time or to reduce the rate to the legal maximum, fixes the tax rate within any municipal corporation in the county. 14/ As budget officer he compiles estimates made to him by each county agency; keeps them on file for one month, subject to inspection by any taxpayer; and submits them

Auditor.

(Next entry 249, page 143)

with his recommendations to the county council at its annual meeting. 15/

Other duties are: Managing the common school and the congressional township school funds, with the exception of making loans; 16/ preparing the ditch duplicate, covering assessments for construction or repair of ditches and drains; 17/ issuing licenses to peddlers, shows, and theaters, 18/ and permits for public warehouses; 19/ acknowledging deeds and mortgages executed for the security of trust fund loans; 20/ and approving bonds of township trustees. 21/

The auditor keeps a record of all the financial transactions of his office in cashbooks, 22/ warrant books, 23/ and fee books, 24/ and in such separate books as prescribed by statute. He is required to keep separate accounts for each specific item of appropriation by the county council 25/ and an accurate account current, with the treasurer, of county funds. 26/ He also keeps a transfer book, arranged by townships, cities, and towns, of all land conveyances in the county. 27/ He keeps the records of all the boards of which he is clerk or secretary and must preserve the documents, books, papers, and maps deposited in his office. 28/

All the records are located in the courthouse.

1/ Const., art. 6, sec. 2.

2/ Acts 1889; Burns 49-3003; Baldwin 5417.

3/ Acts 1841, ch. 2, sec. 1.

4/ Acts 1897; Burns 26-309; Baldwin 5257.

5/ 1 Rev. Stat. 1852; Burns 49-3005; Baldwin 5419.

6/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418.

7/ Acts 1899; Burns 26-509; Baldwin 5373.

8/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.

9/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.

- 10/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.
 11/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin, 1935
 suppl., 6558.
 12/ Acts 1919; Burns 64-1403; Baldwin 15740.
 13/ Acts 1933; Burns 64-310; Baldwin 15591.
 14/ Acts 1937; Burns, 1937 suppl., 64-314; Baldwin, 1937 suppl.,
 15897-5.
 15/ Acts 1899; Burns 26-520; Baldwin 5384.
 16/ Acts 1865; Burns 26-105; Baldwin 6511. Acts 1865, 1935;
 Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 6558.
 17/ Acts 1933; Burns 27-134; Baldwin 5770.
 18/ 1 Rev. Stat. 1852; Burns 42-204; Baldwin 10447.
 19/ Acts 1875, 1879 (Spec. Sess.); Burns 67-201; Baldwin 16206.
 20/ 1 Rev. Stat. 1852; Burns 49-3011; Baldwin 5425.
 21/ Acts 1915; Burns 65-103; Baldwin 16061.
 22/ Acts 1895; Burns 49-1401; Baldwin 7576.
 23/ 1 Rev. Stat. 1852; Burns 49-3005; Baldwin 5419.
 24/ Acts 1895; Burns 49-1306; Baldwin 7559.
 25/ Acts 1899; Burns 26-523; Baldwin 5387.
 26/ 1 Rev. Stat. 1852; Burns 49-3010; Baldwin 5423.
 27/ Acts 1919; Burns 64-1409; Baldwin 15746.
 28/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418.

Audits and Reports

249. BOARD OF ACCOUNTS, OLD REPORTS, 1912--. 2 boxes.

Statements of state board of accounts on conditions of county offices and claims for expenses for examiners, showing dates of report and claim, names of official and examiner, amount of claim, and condition of report. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

250. REPORT OF COUNTY OFFICERS AND J.P. REPORTS, 1903--.

2 file boxes.

Quarterly reports of county officers and justices of the peace, of fees collected and paid to treasurer, showing date, amount, and from whom collected. No index. 11 x 4 x 16. Aud. off.

251. CERTIFICATES OF DISTRIBUTION, 1932--. 3 vols.

Certificates of distribution of various taxes, showing dates collected and disbursed, amount, and name of recipient. No index. Hdw. 200 pp. 11 x 13 x 1. Aud. vt., 2nd floor.

252. DISTRIBUTION OF DELINQUENT REVENUE, 1892-1923. 2 vols.

Record of distribution of delinquent revenue, showing date, name of fund credited, and amount. Arr. chron. Hdw. and typed. 320 pp. 18 x 12 x 3. Aud. vt., 2nd floor.

253. DISTRIBUTION, 1919. 1 box.

Apportionment and distribution of taxes, showing dates collected and disbursed, amount, and name of recipient. Arr. chron. 11 x 4 x 17. Aud. vt., 2nd floor.

254. APPORTIONMENT OF TOWNSHIP REVENUE, 1903--. 1 vol.

Record of distribution of township revenue, showing date disbursed, source, amount, purpose, and name of fund credited. No index. Hdw. and typed. 575 pp. 18 x 12 x 3. Aud. vt., 2nd floor.

255. ALLOWANCE BY CIRCUIT COURT, 1888-1924. 3 boxes (333, and 2 boxes not numbered). 1906-13, missing.

Allowances made by circuit court, showing date; names of special judge, sheriff, jurors, and venue court; case number; mileage in serving of writ; number of days and meals for jurors; and amount of allowance. No index. 2 boxes, 8 x 9 x 5; 1 box, 11 x 4 x 17. 2 boxes, 1888-1906, Aud. vt., 1st floor; 1 box, 1913-24, Aud. vt., 2nd floor.

256. CHANGE OF VENUE RECORDS, 1891-1909. 1 vol.

Record of change of venue cases, showing date; names of plaintiff, defendant, jurymen, attorney, and court; type of case; expense of trial; and disposition. No index. Hdw. 291 pp. 12 x 12 x 3.

Aud. vt., 1st floor.

For other change of venue records, see entries 183, 257.

257. CHANGE OF VENUE [Claims], 1891--. 1 box.

Claims for change of venue cases, showing date; names of plaintiff, defendant, attorneys, and jurymen; number and nature of case; expense of trial; and amount of judgment. Arr. chron. 11 x 4 x 17.

Aud. vt., 2nd floor.

For other change of venue records, see entries 183, 256.

Receipts and Disbursements

258. RECORD OF MONTHLY BALANCES, 1911--. 7 vols. (2, 2, and 5 vols. not numbered). Title varies: 1930--, Monthly Financial Statement.

Record of monthly balances, showing dates received and disbursed; amount; source; names of payer, payee, and fund credited; overdraft; cash on hand; and monthly balance of each fund. No index. Hdw.

30 pp. 20 x 16 x 1. Aud. vt., 2nd floor.

259. FEE AND CASH BOOK, 1898--. 1 vol.

Record of daily cash and fees, showing date received, amount, source, and name of fund credited. Arr. chron. Hdw. 319 pp. 18 x 12 x 3 $\frac{1}{2}$.

Aud. vt., 2nd floor.

260. RECORD OF RECEIPTS, 1911--. 6 vols.

Record of receipts of county revenue, showing date and number of receipt, names of payee and fund credited, and amount. No index.

Hdw. 126 pp. 17 x 16 x 2. Aud. vt., 2nd floor.

261. APPROPRIATION AND DISBURSEMENT LEDGER, 1906--. 10 vols.

(2-3, and 2 vols. not numbered). 1 vol., 1930, missing.

Record of receipts, appropriations, and disbursements, showing dates appropriated and disbursed; name of payee; receipt and warrant numbers; amount; and purpose. No index. Hdw. 200 pp. 17 x 14 x 2.

Aud. vt., 2nd floor.

262. RECEIPTS AND DISBURSEMENTS, 1840-1907. 10 vols.

Record of receipts and disbursements, showing dates received and disbursed; amount; source; names of payer and payee; purpose; order, warrant, and receipt numbers; and name of fund credited. No index.

Hdw. and typed. Condition very poor. 400 pp. 18 x 12 x 3.

Aud. vt., 1st floor.

263. CONDENSED LEDGER, 1907-11. 1 vol.

Condensed ledger of disbursements, showing date, amount, purpose, and number of warrant; and names of payee and fund credited. Arr. chron. Hdw. 143 pp. 23 x 17 x 2. Aud. vt., 2nd floor.

264. ROAD TAX RECEIPTS, 1906-12. 6 file boxes.

Old tax receipts of roads for amounts allowed against assessment for work performed by property owner, showing date, names of property owner and supervisor, rate per day, number of receipt, number of days worked, and amount allowed. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

Auditor--Taxes

(265-269)

265. EXPENSE VOUCHERS PAID ON ACCOUNT OF STATE BOARD OF ACCOUNTS,
1909-23. 1 box.

Expense vouchers of field examiners of state board of accounts, showing dates of audit, report, and voucher; names of examiner and official; amount; purpose; and result. No index. 11 x 4 x 17.
Aud. vt., 2nd floor.

266. REGISTER POOR ALLOWANCE, 1898-1911. 1 vol. (2). Vol. 1, prior to 1898, missing.

Register of poor allowances, showing date, names of party and township, kind of help given, order number, and amount of cost to county.
No index. Hdw. 239 pp. 17 x 13 x 2 $\frac{1}{2}$. Aud. vt., 1st floor.

267. REGISTER OF WARRANTS, 1911--. 17 vols.

Register of warrants, showing date, number, amount, amount allowed, name of recipient, and purpose. No index. Typed. 200 pp.
17 x 12 x 2 $\frac{1}{2}$. Aud. vt., 2nd floor.

268. WARRANTS, 1903-10. 1 box.

Warrants issued for claims, showing date, warrant number, names of claimant and depository, and amount and nature of claim. No index.
11 x 4 x 17. Aud. vt., 2nd floor.

Taxes

Appraisements

269. TRANSFER BOOK, 1895--. 144 vols. (numbering varies).
1899-1902, missing.

Record of appraisements and transfers of real estate, showing date; names of grantor and grantee; and location, description, valuation,

Auditor--Taxes

(270-273)

and improvements of property. Arr. alph. by names of grantors.

Hdw. 200 pp. 18 x 13 x 2. 81 vols., 1895-1902, Aud. vt., 2nd floor;

63 vols., 1903--., Aud. vt., 1st floor.

270. CORPORATION REPORTS, 1907--. 4 file boxes.

Corporation reports for assessment purposes, showing date filed, name of corporation, mileage of lines, and location, description, valuation, and type of property. No index. 11 x 4 x 17. Aud. off.

Returns

271. AFFIDAVITS OF MORTGAGE INDEBTEDNESS, 1927--. 19 vols.

Record of affidavits of mortgage indebtedness for tax exemptions, showing date, names of mortgagor and mortgagee, location and description of property, and amount of exemption. Arr. by twps., and thereunder alph. by names of mortgagors. Hdw. and typed. 275 pp. 14 x 9 x 2. Aud. vt., 2nd floor.

272. MORTGAGE EXEMPTIONS, 1867-1927. 33 boxes (numbering varies).

Affidavits of mortgage indebtedness for tax exemptions, showing date, names of mortgagor and mortgagee, location and description of property, and amount of indebtedness. No index. Condition poor. 17 file boxes, 11 x 4 x 17; 16 boxes, 8 x 9 x 5. 16 boxes, 1867-1906, Aud. vt., 1st floor; 17 file boxes, 1906-27, Aud. vt., 2nd floor.

273. SOLDIER'S EXEMPTIONS, 1928-34. 6 vols.

Record of affidavits for soldiers' tax exemptions, showing date; name, ^{age} age, and location of soldier; description and valuation of property; and amount of exemption. Arr. chron. Hdw. and typed. 75 pp. 7 x 9 x $\frac{1}{2}$. Aud. vt., 2nd floor.

Lists

274. ASSESSOR'S BOOK, 1907--. 471 vols.

Record of property assessments, showing date; name of owner; location, description, improvements, and valuation of property; and assessed value by county and township assessors. No index. Hdw. 50 pp. 18 x 12 x $\frac{1}{2}$. 405 vols., 1907-31, Aud. vt., 1st floor; 66 vols., 1932--, Tr. off.

275. SCHEDULE OF PERSONAL PROPERTY, 1930--. 97 vols. (labeling varies).

Schedule of personal property assessed, showing date; names of owner and assessor; age of owner; ^{and} location, ^{and} description, and assessed valuation of property. Indexed alph. by names of owners. Hdw. 200 pp. 18 x 12 x 2. Assr. off.

276. ASSESSMENT LIST, 1907-32. 544 vols.

Assessment sheets of real and personal property, showing date; names of owner and township; age of owner; ^{and} location, ^{and} description, and assessed valuation of property. Indexed alph. by names of owners. Hdw. 350 pp. 14 x 9 x 2. Aud. vt., 1st floor.

277. CORPORATION ASSESSMENT AND SCHEDULE, 1915--. 4 boxes.

Corporation assessments and schedules, showing date, name of corporation, amount of capital stock, and assessments and locations of real estate and holdings of corporation. No index. 12 x 5 x 17. Aud. vt., 2nd floor.

278. ASSESSMENTS OF RAILROADS, 1873-1902. 1 box (48).

Abstracts of assessments of railroad property, showing date; name of railroad; and location, description, and assessed valuation of rolling stock and real and personal property. No index. Condition poor. 8 x 9 x 5. Aud. vt., 1st floor.

Delinquent and Erroneous

279. TAX SALE RECORD, 1841--. 3 vols. (1, 3-4).

Record of delinquent tax sales, showing date, names of owner and purchaser, location and description of property, interest, penalty, total amount, and purchase price of property. No index. Hdw. 300 pp. 18 x 12 x 3. Aud. vt., 2nd floor.

Plat Books

280. PLAT BOOK, 1907-32. 83 vols.

Record of plats for purposes of assessments, showing date, names of owner and township; and location, description, acreage, and number of plat. Arr. by twps. Hdw. 50 pp. 15 x 10 x $\frac{1}{2}$. Aud. vt., 1st floor.

School Funds

(see also entries 99, 214-15, 247-48)

281. REGISTER OF SCHOOL FUND LOANS, 1870--. 3 vols. (3-5).

Register of school fund loans, showing date, names of mortgagee and mortgagor, location and description of property, amounts of principal and interest, and terms of loan. Indexed alph. by names of mortgagors. Hdw. and typed. 584 pp. 17 x 12 x $2\frac{1}{2}$. Aud. vt., 2nd floor.

282. SCHOOL FUND MORTGAGES, 1887--. 1 box.

School fund original mortgages, showing date, name of owner, location and description of property, and amount of mortgage. Arr. numerically. 11 x 4 x 17. Aud. vt., 2nd floor.

283. ABSTRACTS, 1875--. 5 boxes (labeling varies).

Original abstracts of titles, showing names of grantee, grantor, and owner; date of transfer; and amount; location, and description of property. Indexed alph. by names of borrowers. 11 x 4 x 17. Aud. vt., 2nd floor.

284. REGISTER OF SCHOOL FUND INTEREST, 1934--. 1 vol.

Record of interest payments on school fund loans, showing date, receipt number, name of payer, and amount. Indexed alph. by names of property owners. Hdw. 212 pp. 15 x 11 x 1. Aud. vt., 2nd floor.

285. SCHOOL FUNDS AND SCHOLARSHIPS, 1927--. 1 file box.

Applications for school fund loans, Purdue scholarships, and minutes of meetings of school fund board. Contains: Applications For School Fund Loans, entry 286; Applications For Purdue Scholarships; entry 296; Minutes of Meetings of School Fund Board, entry 214; Approval of School Fund Loans, entry 215. No index. 11 x 4 x 17. Aud. vt., 2nd floor.

286. APPLICATIONS FOR SCHOOL FUND LOANS, 1927--. In School Fund Papers⁷, entry 285.

Applications for school fund loans, showing date, name of applicant, location and description of property, and amount of loan.

287. STATE APPORTIONMENT RECORD, 1888--. 1 vol. (2). Vol. 1, prior to 1888, missing.

Record of apportionment of school revenue, showing date, names of township and town, amount, page number, and number of children in school attendance. Arr. chron. Hdw. 200 pp. 16 x 11 x 1 $\frac{1}{2}$. Aud. vt., 2nd floor.

288. TRUST FUND REPORTS, SCHOOL APPORTIONMENTS, 1907--.

1 filo box.

Distribution of school revenue, showing date; enumeration of school children; names of township and corporation; ages, sex, race, and number of children attending school; if unemployed or employed; and amount of apportionment for each township. No index. 11 x 4 x 17. Aud. off.

289. TREASURER'S RECEIPTS, 1907--. 3 boxes. Prior to 1907, destroyed by fire.

Treasurers' receipts on school fund mortgages, showing date, number, name of payer, purpose, and amounts of principal and interest. Arr. chron. 11 x 4 x 17. Aud. vt., 2nd floor.

290. INVENTORY OF FUNDS HELD BY AUDITOR, Jan. 1-May 11, 1932.

1 vol.

Record of inventories of school and cemetery funds, showing date, amount received, amount disbursed for loan, name of borrower, rate of interest, term, name of fund credited, and balance. No index. Hdw. 50 pp. 14 x 8 x $\frac{1}{2}$. Aud. vt., 2nd floor.

Official Bonds
(see also entries 56-63)

291. RECORD OF TRUSTEE BONDS, 1908--. 1 vol.

Record of surety bonds for township trustees and assessors, showing date; names of trustee, bondsman, and township or town; address of trustee; amount of bond; and expiration of term. Indexed alph. by names of trustees. Hdw. 600 pp. 17 x 12 x 3. Aud. vt., 2nd floor.

Public Improvement

292. GRAVEL ROAD TAX DUPLICATE, 1906-10. 5 vols.

Record of gravel road tax duplicates, showing date; names of land owner and road; location, description and valuation of property; and amount assessed. Arr. alph. by names of owners. Hdw. 75 pp.

17 x 16 x 1 $\frac{1}{2}$. Aud. vt., 1st floor.

293. TOWNSHIP GRAVEL ROADS, 1913-21. 1 vol. Prior to 1913, destroyed by fire.

Record of bond sales and taxation for redemption of bonds, showing date; numbers of bond and warrant; amounts of expenditures, bond, and warrant; names of bond holder, land owner, road, and bondsman; location, description and valuation of land; and rate of taxation. Arr. chron.

Hdw. 98 pp. 16 x 16 x 1 $\frac{1}{2}$. Aud. vt., 2nd floor.

Miscellaneous Records

294. ENUMERATIONS OF WHITE AND COLORED MALES, 1907--. 63 vols.

Prior to 1907, destroyed by fire.

Record of enumeration of white and colored males, showing date, name, residence, age, color, and occupation. Arr. alph. by names of parties.

Hdw. 50 pp. 14 x 8 x $\frac{1}{2}$. Aud. vt., 1st floor.

295. STATISTICAL BOOK, 1908-18. 51 vols.

Record of statistics on farm products, showing date, name of producer, location and acreage of farm, acreage cultivated, number of bushels per acre, and total amount of produce. Arr. alph. by names of owners. Hdw. 50 pp. 16 x 10 x $\frac{1}{2}$. Aud. vt., 1st floor.

296. APPLICATIONS FOR PURDUE SCHOLARSHIPS, 1927--. In School Fund Papers 7, entry 235.

Applications for Purdue scholarships, showing date; name, age, and address of student; subjects taken; degrees awarded; and approval of school superintendent and township trustee.

XVI. REGISTRATION OFFICER

The registration officer of Warren County is the clerk of the circuit court, ex officio, by authority of an act of 1933. 1/

The Constitution of 1851 prescribed the qualifications of voters 2/ and an amendment of 1881 enjoined the general assembly to provide for the registration of all persons entitled to vote. 3/ Various laws for registration have been enacted: An act of 1867, establishing a township board of registry 4/ was repealed in 1869; 5/ acts of 1889 6/ and 1891, 7/ providing for registration in the office of the clerk of the circuit court, were declared unconstitutional in 1890 8/ and 1896, 9/ respectively; an act of 1911, providing for a precinct registration board, 10/ was repealed in 1917; 11/ an act of 1917, creating a board of registration commissioners, generally called the registration board, consisting of the clerk of the circuit court and two qualified electors appointed by him, one from each of the major political parties, 12/ was abolished in 1919 13/ and succeeded by precinct boards established by an act of that year; 14/ an act of 1925 created a registration board, consisting of the auditor and a person of opposite political faith, appointed by him. 15/ In 1927 all preceding acts from 1919 were repealed. 16/ The present system was established by an act of 1933, amended in 1935. 17/

The registration officer has full charge and control of the registration of the voters and provides all the necessary books and supplies for the registering of voters. 18/

Records compiled under the early laws outlined above are in the custody of the officer charged with their care, either the auditor or the clerk. Current records are in the office of the clerk of the circuit court as ex-officio registration officer. 19/

All the records are located in the courthouse.

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- 1/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.
 - 2/ Const., art. 2, sec. 2.
 - 3/ Const., art. 2, sec. 14.
 - 4/ Acts 1867, ch. 51, sec. 2.
 - 5/ Acts 1869 (Spc. Sess.), ch. 31, sec. 1.
 - 6/ Acts 1889, ch. 87, sec. 13.
 - 7/ Acts 1891, ch. 144, sec. 1.
 - 8/ 125 Ind. 281.
 - 9/ 144 Ind. 423.
 - 10/ Acts 1911, ch. 150, sec. 3.
 - 11/ Acts 1917, ch. 139, sec. 47.
 - 12/ Ibid., sec. 4.
 - 13/ Acts 1919, ch. 150, sec. 1.
 - 14/ Ibid., ch. 186, sec. 4.
 - 15/ Acts 1925, ch. 138, sec. 1.
 - 16/ Acts 1927, ch. 195, sec. 1.
 - 17/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.
 - 18/ Acts 1933; Burns 29-309; Baldwin 7307.
 - 19/ Acts 1933; Burns 29-315, 29-316; Baldwin 7313, 7314.

297. NOTICE OF INTENTION TO HOLD RESIDENCE, 1894-1903.

1 vol.

Record of intention to hold residence for voting, showing date of notice; names of elector, town or city, and township; age and address of elector; and numbers of ward and precinct. Indexed alph. by names of electors. Hdw. 150 pp. 16 x 12 x 1. Clk. vt.

Registration Officer

(298-300)

298. REGISTRATION RECORD OF VOTERS, 1934--. 21 vols.

Register of qualified voters, showing date of registration; names of elector, state, and township; residence, age, and place of birth of voter; length of residence; and ward and precinct numbers. Indexed alph. by names of electors. Typed. 75 pp. 14 x 10 x 2. Clk. vt.

299. REGISTRATION, [Deceased Files], 1924-26. 1 file box.

List of deceased electors, showing date of death, name, age, and sex of deceased; and precinct number. No index. 11 x 4 x 16 3/4. Aud. 2nd. floor vt.

300. [REGISTRATION CARDS], 1934--. 96 file boxes.

Registration cards for qualified voters, showing date of registration; and name, residence, age, sex, and place of birth of elector. Indexed alph. by names of electors. 23 x 9 x 1. Clk. vt.

XVII. BOARD OF PRIMARY ELECTION COMMISSIONERS

The board of primary election commissioners of Warren County was established by an act of 1915. The board consists of the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. The primary election commissioners serve as election commissioners at the election for which nominations in the primary are made. 1/

The board prepares and distributes the primary ballots and supervises primary elections for the nomination of candidates for judicial, legislative, county, township, and city offices, and for the election of party officers and delegates. 2/

Record of primary election matters are filed in the office of the clerk of the circuit court (a member of the board of primary election commissioners) for preservation as provided by statute. 3/

All the records are located in the clerk's vault, 2nd. floor.

1/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.

2/ Acts 1915; Burns 29-501; Baldwin 7187. Acts 1915, 1917; Burns 29-504; Baldwin 7190. Acts 1915, 1937; Burns, 1937 suppl., 29-515; Baldwin, 1937 suppl., 7201. Acts 1933; Burns 29-1807; Baldwin 11639.

3/ Acts 1889; Burns 29-1009; Baldwin 7113. Acts 1911, 1913, 1915; Burns 29-2508; Baldwin 7445. Acts 1911; Burns 29-2510; Baldwin 7447.

301. CERTIFICATES OF NOMINATION, 1916-34. In (Election Papers), entry 305.

Certificates of nomination, showing date; names of candidate,

office, and political party; and date of election.

302. RECORD OF ELECTIONS [Primary], 1918-- . In Record of Elections, entry 307.

Record of elections, showing date; names of candidate , office, and political party; number of votes by ward and precinct; and total.

303. CANDIDATES' STATEMENTS OF EXPENSES, 1916-34. In [Election Papers], entry 305.

Candidates' statements of expenses, showing date, names of candidate and office, itemized account of expenses, and total.

XVIII. BOARD OF CANVASSERS

The board of canvassers of Warren County, consisting of the election commissioners, was established by an act of 1905. 1/ The members are the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. 2/ The board elects its own chairman and its clerk is the clerk of the circuit court. 3/

Prior to 1905, the board of canvassers, as first established under the authority of the revised statutes of 1852, consisted of all the precinct inspectors of election of the county. 4/

The members of the board are required to assemble at six o'clock, p.m., on the day of each election to canvass and estimate the certificates, poll lists, and tally papers returned by the election inspectors; 5/ to tabulate therefrom the votes of the county; 6/ and to declare in a certified statement the candidates elected in the county. 7/

Such certificates, together with a statement of all votes tabulated, canvass sheets, poll books, and tally papers, are delivered to the clerk of the circuit court and filed and preserved by him in his office, open to the inspection of any legal voter. 8/

The records are located in the clerk's vault, 2nd floor in the courthouse.

- 1/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.
- 2/ Acts 1889; Burns 29-1002; Baldwin 7109.
- 3/ Acts 1905; Burns 29-1402; Baldwin 7378.
- 4/ 1 Nev. Stat. 1852, ch. 31, sec. 32.
- 5/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.
- 6/ Acts 1905; Burns 29-1404; Baldwin 7380.
- 7/ Acts 1905; Burns 29-1405; Baldwin 7381.
- 8/ Acts 1905; Burns 29-1404; Baldwin 7380.

304. ELECTION RECORD, 1918--. In Election Record, entry 307.
Record of elections, showing date; names of candidates, office, and political party; number of votes by ward and precinct; and total.

(Next entry 305, page 163)

XIX. BOARD OF ELECTION COMMISSIONERS

The board of election commissioners of Warren County was established by an act of 1889. The board consists of the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. 1/ The primary election commissioners, since 1915, serve as the election commissioners at general elections. 2/ The board of election commissioners, since 1905, constitutes the board of canvassers. 3/

The board supervises general elections and prints and distributes ballots for the election of county officers. The ballots are prepared in accordance with petitions for placing candidates' names on the ballot and with certificates of nomination by convention or primary election, as filed with the clerk of the circuit court. 4/

Records of all general elections are filed in the office of the clerk of the circuit court (a member of the board of election commissioners) for preservation as provided by statute. 5/

All the records are located in the clerk's vault, 2nd floor in the courthouse.

1/ Acts 1889; Burns 29-1002; Baldwin 7109.

2/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.

3/ Acts 1905; Burns 29-1401; Baldwin 7377.

4/ Acts 1889; Burns 29-1002; Baldwin 7109. Acts 1899, 1933; Burns 29-1003; Baldwin 7110.

5/ Acts 1889; Burns 29-1009; Baldwin 7113. Acts 1911, 1913, 1915; Burns 29-2508; Baldwin 7445. Acts 1911; Burns 29-2510; Baldwin 7447.

305. ELECTION PAPERS, 1900-1934. 5 file boxes.

Election Papers. Contains: Certificates of Nomination, entry 301; Candidates' Statements of Expenses, Primary, entry 303; Candidates' Statement of Expenses, General, entry 306. No index. 11 x 5 x 13 $\frac{1}{2}$.

306. CANDIDATES' STATEMENT OF EXPENSES, 1900^A1934. In Election Papers, entry 305.

Candidates' statements of expenses, showing names of candidates and office, itemized account of expenses, and total.

307. ELECTION RECORD, 1918--. 1 vol. (2).

Record of Elections. Contains: Record of Elections Primary, entry 302; Record of Election Board of Canvassers, entry 304; Record of Election General, entry 308. No index. Hdw. 500 pp. 18 x 12 x 4.

308. ELECTION RECORDS General, 1916--. In Election Record, entry 307.

Record of elections, showing date; names of candidate, office, and political party; number of votes by ward and precinct; and total.

XX. BOARD OF EDUCATION

The board of education of Warren County, under the authority of an act of 1877, consists of the county superintendent of schools, the township trustees, and the chairman of school trustees of each city and town of the county. The majority of the members constitutes a quorum, and the superintendent of schools presides at its meetings and has a vote on all questions. 1/

The board was first established by an act of 1873 with the same membership except that all the school trustees of each town and township of the county were members. 2/

The board meets semiannually on the first day of May and September to consider the general needs of the schools and to provide for the maintenance of school property and purchase of furniture, books, maps, charts, and other supplies. 3/ It may purchase textbooks from publishers and sell them to pupils at cost 4/ or rent them to pupils at not to exceed twenty-five per cent of the retail price. 5/

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- 1/ Acts 1873, 1877; Burns 28-801; Baldwin 5983.
2/ Acts 1873, ch. 25, sec. 8.
3/ Acts 1873, 1877; Burns 28-201; Baldwin 5983.
4/ Acts 1921; Burns 28-614; Baldwin 6692.
5/ Acts 1935; Burns, 1937 suppl., 28-638; Baldwin, 1935 suppl., 6692-I.

No records could be found.

(Next entry 309, page 166)

XXI. SUPERINTENDENT OF SCHOOLS

The superintendent of schools of Warren County is elected by the township trustees for a four-year term, under the authority of an act of 1899 and later amendments, which increased his powers as originally defined in an act of 1873. 1/ No person is eligible to the office of superintendent of schools who has not had five years' successful experience as a teacher and who does not hold a first or second grade superintendent's license. 2/ The superintendent must execute a bond of five thousand dollars, approved by the auditor. 3/

Prior to 1899, the board of commissioners, by an act of 1853, appointed one to three school examiners for the county; 4/ by an act of 1861, one school examiner. 5/ The title of school examiner was changed to superintendent of schools and the power of appointment was transferred to the township trustees, by an act of 1873. 6/

The superintendent exercises general supervision of the schools outside of incorporated cities and towns of Warren County. 7/ His duties are to visit the schools in session for the purpose of increasing their usefulness and raising their standards as uniformly as practicable; 8/ to conduct county teachers' institutes 9/ and conduct and preside over township institutes; 10/ to report as to teachers' preparation, experience, and license before they are employed; 11/ to compile the enumeration of pupils of the county 12/ and from such returns make out the apportionment of the school revenues; 13/ and to carry out the

orders of the state board of education and the state superintendent of public instruction. 14/ He is ex-officio member of the county board of education and presides at its meetings. 15/

The superintendent keeps a records of minutes of his proceedings. 16/ and a complete record of licenses held by all regular school teachers, date of employment, and their success grades. 17/

All the records are located in the office of superintendent of schools, in the courthouse.

1/ Acts 1873, ch. 25, secs. 3-4, 6-8, Acts 1899, 1911, 1913; Burns 28-702; Baldwin 5931.

2/ Acts 1935; Burns, 1937 suppl., 28-701; Baldwin 1935 suppl., 5933-1.

3/ Acts 1899, 1911, 1913; Burns 28-702; Baldwin 5931.

4/ Acts 1853, ch. 106, sec. 6.

5/ Acts 1861, ch. 41, sec. 32.

6/ Acts 1873, ch. 25, sec. 2.

7/ Acts 1873; Burns 28-1401; Baldwin 5973. Acts 1899; Burns 28-705; Baldwin 5940.

8/ Acts 1899; Burns 28-704; Baldwin 5938.

9/ Acts 1907, 1929, 1933; Burns 28-4402; Baldwin 6725.

10/ Acts 1899; Burns 28-706; Baldwin 5942.

11/ Acts 1927, 1933; Burns 28-4309; Baldwin 6005.

12/ Acts 1865; 1873, 1895; Burns 28-702; Baldwin 5948.

13/ Acts 1865; Burns 28-715; Baldwin 5949.

14/ Acts 1899; Burns 28-704; Baldwin 5938.

15/ Acts 1873, 1877; Burns 28-801; Baldwin 5983.

16/ Acts 1915; Baldwin 5945.

17/ Acts 1923; Burns 28-4217; Baldwin 5928.

Activities and Reports

309. MISCELLANEOUS RECORDS FILE, 1908--. 48 file drawers.

Prior to 1908, destroyed by fire.

Miscellaneous record file. Contains: State Aid, entry 310;

Superintendent of Schools--Activities and Reports (310-313)

Inspection Report, entry 311; Annual School Report, entry 312;
Tax Rates and Taxes, entry 313; Enumeration Reports, entry 322;
Adult Education, entry 314; Application For Teachers, entry 315;
Seventh and Eighth Grade Diplomas and Honor Rolls, entry 316.
No index. Condition poor. 36 file drawers, 3 x 13 x 17 $\frac{1}{2}$; 12
file drawers, 5 x 13 x 17 $\frac{1}{2}$.

310. STATE AID, 1908--. In Miscellaneous Record File,
entry 309.

Reports of state aid to superintendent of schools, showing date,
name of fund credited, amount of distribution, and total amount.

311. INSPECTION REPORT, 1908--. In Miscellaneous Records
File, entry 309.

Inspection's report of school buildings and grounds, showing date,
name of inspector, condition, and recommendation.

312. ANNUAL SCHOOL REPORT, 1908--. In Miscellaneous Records
File, entry 309.

Superintendent's annual school report, showing financial and
statistical reports, number of pupils enrolled and completing
school, type of transportation, tax rate for school fund, receipts
and disbursements, and total cost for term.

313. TAX RATE AND TAXES, 1908--. In Miscellaneous Records
File, entry 309.

Record of taxes for school purposes, showing date, and rate and
amount of tax.

Superintendent of Schools--Activities and Reports (314-318)

314. ADULT EDUCATION, 1908--. In Miscellaneous Records File, entry 309.

Record of adult education, showing date, name, age, nature of subject, progress, and grade made.

315. APPLICATIONS, Teachers, 1908--. In Miscellaneous Record File, entry 309.

Applications for position as teacher, showing date; name, age, and address of teacher; number of credits per subject; total credits; and years of experience.

316. SEVENTH AND EIGHTH GRADE DIPLOMAS AND HONOR ROLLS, 1908--. In Miscellaneous Records File, entry 309.

Record of seventh and eighth grade diplomas and honor rolls; showing date; name, age, and address of pupil; number of credits per subject; and total credits.

317. INSTITUTE REPORTS, 1926--. 1 file drawer.

Teachers' institute reports, showing date attended; names of teacher, township, and school; address of teacher; and number of sessions attended. No index. 3 x 13 x 17 $\frac{1}{2}$.

318. HIGH SCHOOL REPORTS OF ADAMS, PIKE, AND CITY OF WILLIAMSPORT, 1923--. 2 boxes.

High school reports, showing date; names and addresses of superintendent, trustee, and principal; names of school and township; dates of opening and closing; and number of pupils in various grades. No index. 3 x 13 x 17 $\frac{1}{2}$.

Superintendent of Schools

(319-322)

319. BOOK LISTS, 1927--. 3 boxes.

List of authorized school books, showing date; names of book, author, and publisher; net and exchange prices; and papers pertaining to school. No index. 4 x 5 x 15.

320. CONTRACTS, 1929-32. 1 file drawer.

Leases of school property, showing date, names of lessee and lessor, location and description of property, length of lease, and amount paid. No index. $2\frac{1}{2}$ x 12 x 15.

Enumerations

321. ENUMERATION BY TOWNSHIP, 1908-24, 1930--. 204 vols.;

2 file drawers. Title varies: 204 vols., 1908-24,

Enumeration for School Purposes.

Record of enumeration of school children, showing date; names of child, parent or guardian, and township; sex, age, address, and date and birth place of child; years completed in school; occupation; and signatures of parents or guardians, and enumerator. 1930--, arr. alph. by names of children and teachers. 1908-24, printed. Vols., 25 pp. 14 x 8 x $1\frac{1}{8}$, 2 file drawers, 6 x 7 x $14\frac{1}{2}$.

322. ENUMERATION REPORTS, 1908--. In Miscellaneous Records File, entry 309.

School enumeration reports, showing date; names of pupil, parents, school, and township; age, sex, ^{and} date of birth of child; and total number of pupils.

(Next entry 323, page 171.)

XXII. HEALTH COMMISSIONER

The health commissioner of Warren County is elected by the board of commissioners for a four-year term, under the authority of an act of 1909. 1/ He must be a licensed physician, well informed in sanitary science and hygiene, and skilled in the preventive management of infectious and contagious diseases. He is required to pass an examination in hygiene and sanitary science, prescribed by the state board of health, 2/ and to give bond in the amount that the board of commissioners determines. 3/

From 1881 to 1909 the board of commissioners constituted ex officio the county board of health and elected annually a secretary, who was a physician and served as health officer. 4/ An act of 1891 enlarged the duties of the board and its secretary was its executive officer. 5/ The act of 1909 abolished the board of health.

The health commissioner enforces the health laws of the state and the rules and regulations of the state board of health, 6/ oversees inspection of food and drugs, 7/ condemns buildings unfit for human habitation, 8/ and issues burial permits. 9/ He makes inspections of all public buildings and institutions and of private property; investigates the presence, source, and cause of disease, and establishes quarantine; if necessary, closes schools and churches and forbids public gatherings in order to prevent epidemics; and protects the public health in all reasonable and necessary ways. He makes monthly reports of his work to the

state board of health. 10/

The health commissioner collects, records, and reports the vital statistics of the county, and keeps full and permanent records of the public health work and of his reports. 11/

(An act of 1935, effective January 1, 1938, changes the title of health commissioner to health officer and augments his duties and powers.) 12/

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- 1/ Acts 1891, 1909; Burns 35-108; Baldwin 8402.
 - 2/ Acts 1891, 1909; Burns 31-110; Baldwin 8404.
 - 3/ Acts 1891, 1909; Burns 35-108; Baldwin 8402.
 - 4/ Rev. Stat. 1881, sec. 4993.
 - 5/ Acts 189, ch. 15, sec. 8.
 - 6/ Acts 1891, 1909; Burns 35-111; Baldwin 8405.
 - 7/ Acts 1907; Burns 35-1207; Baldwin 8476.
 - 8/ Acts 1917; Burns 35-1801; Baldwin 8563.
 - 9/ Acts 1907, 1913; Burns 35-115; Baldwin 8398.
 - 10/ Acts 1891, 1909; Burns 35-111; Baldwin 8405.
 - 11/ Ibid. Acts 1891, 1909; Burns 35-108; Baldwin 8402.
 - 12/ Acts 1935; Burns, 1937 suppl., 35-118 to 35-129; Baldwin, 1935 suppl., 8404-1 to 8404-12.

Vital Statistics

523. RECORD OF BIRTHS, 1882--. 9 vols.

Record of births, showing date of birth; names of child and parents; residence, sex, color, age, and birthplace of child; occupation of parents; and number of children in family. Indexed alph. by names of parents. Hdw. 125 pp. 16 x 11 x 1 $\frac{1}{2}$. 1 vol., 1928--Hlth. Offr. off., Dr. Delaney's residence, 4th st., Williamsport, Ind. C.C., 3 vols., 1882-1923, Cbk. vt.

324. MARRIAGE RECORDS, 1827--. 18 vols. (A, 1-16, and
1 vol. not numbered).

Record of marriage returns, showing date; names of bride, bridegroom, parents, and witnesses; address, ages, nationality, number of marriages, and occupations of bride and groom; and name of party performing ceremony. Double indexed alph. by names of brides and bridegrooms. Hdw. 375 pp. 16 x 12 x 2 $\frac{1}{2}$. 1 vol., 1924--. Hlth. Offr. off., Dr Delaney's residence, 4th St., Williamsport, Ind.; C.C., 17 vols., 1827--Clk. vt.

For other marriage records, see entries 64-65.

325. RETURNS FOR CONTAGIOUS DISEASES, 1882-1904. 2 vols.
1894-98, missing.

Record of contagious diseases, showing dates reported, quarantine established, and released; names of patient, attending physician, and reporter; address^v of reporter and patient; kind of disease; age, sex, nationality, color, and occupation of patient; date and place of birth; and number in family^{ck} afflicted. Indexed alph. by names of patients. Hdw. 59 pp. 16 x 10 x $\frac{1}{2}$. Clk. vt.

For subsequent records, see entry 326.

326. RECORD OF DISEASES, 1918--. 1 vol.

Record of contagious diseases, showing dates reported and quarantine established; names of patient, attending physician, and reporter; addresses of patient and reporter; kind of disease; age, sex, color, nationality, occupation, date of birth, and birthplace of patient; and number in family. Indexed alph. by names of patients. Hdw. 200 pp. 16 x 12 x 2. Hlth. Offr. off.; Dr. Delaney's residence, 4th St., Williamsport, Ind.

327. RECORD OF DEATHS, 1882--. 6 vols.

Record of deaths, showing dates of birth, death, and burial; places of birth, death and burial; cause; and names of deceased and undertaker. Indexed alph. by names of deceased. Hdw. 200 pp. 16 x 12 x 2. 1 vol., 1930--Hlth. Offr. off., Dr. Delaney's residence, 4th St., Williamsport, Ind.; C.C., 5 vols., 1882-1930, Clk. vt.

(Next entry 328, page 173)

XXIII. DEPARTMENT OF PUBLIC WELFARE

The department of public welfare of Warren County, created by the legislature in 1936, is administered by a board of public welfare. 1/ The department may sue or be sued in its own name. 2/

Previous to the creation of the department of public welfare, an old-age pension system was administered by the board of commissioners, under an act of 1933, 3/ and child welfare, by the board of children's guardians, under an act of 1901. 4/ These duties, together with the right of advisory inspection of public institutions formerly belonging to the board of charities and corrections, under an act of 1899, 5/ were consolidated in the new department. 6/

The board of public welfare consists of five persons having a recognized interest in and knowledge of the problems of public welfare, who must be residents of the county for two years prior to appointment. The members are appointed by the judge of the circuit court; at least two must be women and not more than three may be adherents of any one political party. The terms of the first appointees are: One for one year, two for two years, and two for four years; and thereafter the terms are four years. The board holds a regular meeting once a month, the August meeting to be known as the annual meeting, and it may hold other meetings pursuant to call. 7/ Its duties are to appoint the director of public welfare who is the executive and administrative officer of the department and serves as secretary of the board; 8/ to receive

and administer gifts and bequests of personal property and income from real estate for the benefit of children under its supervision or of any home or institution caring for neglected or dependent children under its supervision; to invest any funds so received by it, such investments being kept in a special fund and not commingled with funds received from taxation. 9/ and to adopt an annual budget for the department for consideration by the county council. 10/

The director of public welfare must give bond not to exceed five thousand dollars, approved by the judge of the circuit court and filed in the office of the clerk. 11/ He appoints with the approval of the board, all assistants in the department from eligible lists established by the state department, and fixes their salary. 12/ As executive officer of the department, he exercises all the rights, powers, and duties conferred by law on the department under the rules, regulations, and orders of the state and county boards, 13/ and compiles the annual budget for submission to the board. 14/ The director of public welfare performs the functions of probation officer or agent of the court in welfare matters under the supervision of any court having jurisdiction. 15/

The department of public welfare is charged with the administration of assistance to dependent children in their own homes; old-age assistance; services and assistance to persons otherwise handicapped; the care and treatment of dependent, neglected, and handicapped children; children in danger of becoming delinquent; and such other welfare activities as are delegated to it by the state department including services connected with assistance to the blind. The

department makes reports to the state department as directed by the latter. 16/ The department also administers provisions and benefits of the Federal "Social Security Act" of August 14, 1935. 17/

All expenditures for assistance and administration of the department are paid from the county welfare fund raised by a separate tax levy, 18/ to which are added such repayments as may be made under legal liability by recipients, their parents, children, or other persons liable for their support. 19/ The county receives reimbursement of certain proportions of its expenditures from the state, and a part of any Federal funds granted to the state, 20/ to be paid into the county welfare fund. All claims for administrative expenses are subject to allowance by the board of commissioners. Claims for assistance are not so subject but are determined by the department and approved by the director. 21/

The auditor keeps the records relating to the county welfare fund and other financial transactions. 22/ The department keeps such records and accounts relating to assistance as the state department prescribes. 23/ All records, except applications for assistance, awards, and modification and revocation of awards, are confidential. 24/

All the records are located in the welfare office in the courthouse.

1/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117; Baldwin, 1937 suppl., 14073-18.

2/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1122; Baldwin, 1937 suppl., 14078-23.

- 3/ Acts 1933, ch. 36, sec. 2.
- 4/ Acts 1901, ch. 173, secs. 1-2, 5.
- 5/ Acts 1899, ch. 34, secs. 1, 3.
- 6/ Acts 1936 (Spec. Sess.); 1937; Burns, 1937 suppl., 52-1121; Baldwin, 1937 suppl., 14078-22. Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1410; Baldwin, 1937 suppl., 14078-122.
- 7/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1118; Baldwin, 1937 suppl., 14073-19.
- 8/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1119; Baldwin, 1937 suppl., 14078-20.
- 9/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1122; Baldwin, 1937 suppl., 14078-23.
- 10/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1302; Baldwin, 1937 suppl., 14078-99.
- 11/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1119; Baldwin, 1937 suppl., 14078-20.
- 12/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1123; Baldwin, 1937 suppl., 14078-24.
- 13/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1126; Baldwin, 1937 suppl., 14078-27.
- 14/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1302; Baldwin, 1937 suppl., 14078-99.
- 15/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1120; Baldwin, 1937 suppl., 14078-21.
- 16/ Ibid.
- 17/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1113; Baldwin, 1937 suppl., 14078-14.
- 18/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1301; Baldwin, 1937 suppl., 14078-98.
- 19/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1263; Baldwin, 1937 suppl., 14078-94.
- 20/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1219, 52-1249, 52-1254; Baldwin, 1937 suppl., 14078-50, 14078-80, 14078-85, Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1124a; Baldwin, 1937 suppl., 14078-24a.
- 21/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1124; Baldwin, 1937 suppl., 14078-25.
- 22/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1401; Baldwin, 1937 suppl., 14078-113.
- 23/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1260; Baldwin, 1937 suppl., 14078-91.
- 24/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1262; Baldwin, 1937 suppl., 14078-93.

328. APPLICATION FOR OLD AGE ASSISTANCE, 1936--. 1 file drawer.

Applications for old age assistance, showing date application received; name, birthplace, address, color, sex, age, ability to self support, and duration of residence in state of applicant; value of property; amount of income; and signature of applicant. Arr. alph. by names of applicants. 12 x 12 x 30.

329. APPLICATION FOR ASSISTANCE TO DEPENDENT CHILDREN, 1936--.

1 file drawer.

Applications for assistance to dependent children, showing date; names of child, county, and parents or guardian; address, age, and color of child; and signature of parent or guardian. Indexed alph. by names of applicants. 12 x 12 x 30.

330. APPLICATION FOR ASSISTANCE TO BLIND, 1936--. 1 file drawer.

Applications for assistance to blind persons, showing date; names of county and of applicant; address, date and place of birth, age, resources, ability to self support, length of residence in state, term of disablement, citizenship, and amount of income of applicant; amount and value of property; and signature of applicant. Indexed alph. by names of applicants. 12 x 12 x 30.

331. RECOMMENDATIONS AND ACTION OF COUNTY BOARD OF WELFARE FOR

OLD AGE, BLIND, AND DEPENDENT CHILDREN, 1936--. 1 vol.

Record of recommendations and actions taken, showing serial number, name of applicant, action of board, date, amount of award granted or rejected, and signatures of board members. Arr. by serial nos. Typed. 15 pp. 11 x 15 x $\frac{1}{2}$.

332. REGISTRATION OF ASSISTANCE TO AGED, BLIND, AND CHILDREN,

1936--. 1 vol.

Registration of persons assisted, showing number, date, and code of application; name and address of applicant; if granted or denied; date effective; and amount granted. Arr. by application nos.

Typed. 10 pp. 10 x 14 x $\frac{1}{2}$.

333. RECORD OF ASSISTANCE GIVEN TO AGED, BLIND, AND CHILDREN,

1936--. 1 vol.

Record of assistance to dependent persons, showing name and address of recipient, date, amount awarded, serial number, record of monthly payments, and signature of recipient. Arr. by serial nos. Hdw.

226 pp. 10 x 14 x $\frac{1}{2}$.

For other old age pension records, see entry 38.

334. REGISTER OF CLAIMS FILED AND APPROVED, 1936--. 1 vol.

Record of claims filed and approved, showing claim number, dates filed and approved, name of applicant, amount granted, and nature of claim. Arr. by claim nos. Typed. 15 pp. 11 x 15 x $\frac{1}{2}$.

XXIV. SURVEYOR

The surveyor is a constitutional officer, elected for a two-year term, without restriction on reelection. 1/ He must give bond in an amount fixed by the board of commissioners of not less than five thousand dollars. 2/

Prior to the Constitution of 1851, the surveyor was a statutory officer, appointed in Warren County at its organization in 1827, by the Governor, under the authority of an act of 1818, 3/ and by the board of commissioners by an act of 1831. 4/

The surveyor has charge, under the direction of the board of commissioners, of all surveying and civil engineering work of the county, including the preparation of plans and specifications for, and supervision of, the construction of all bridges, turnpikes, roads, and levees. 5/ He supervises the construction and maintenance of all ditches. 6/ He also has charge of the repair and maintenance of county highways, 7/ unless the board of commissioners employ a highway supervisor. The board of commissioners of Warren County has employed an extra officer as highway supervisor, as permitted by statute. 8/

For private parties, the surveyor takes acknowledgments of mortgages and deeds for the conveyance of real estate, 9/ and, upon request, makes surveys and establishes lines and corners of lands. 10/

The surveyor is required to preserve a copy of the original field notes of the surveys of the townships in his county 11/ and a record of all surveys made by him. 12/

All the records are located in the surveyor's office in the courthouse.

- 1/ Const., art. 6, sec. 2; 1 Rev. Stat. 1852; Burns 49-3301; Baldwin 5504.
 2/ Acts 1913; Burns 49-3302; Baldwin 5505.
 3/ Acts 1817-18, ch. 30, sec. 1.
 4/ Rev. Laws 1831, ch. 102, sec. 1.
 5/ 1 Rev. Stat. 1852, Acts 1911; Burns 49-3309; Baldwin 5508.
 6/ Acts 1933; Burns 27-101; Baldwin 5737.
 7/ Acts 1933; Burns 36-1101, 36-1102; Baldwin 8699, 8700.
 8/ Acts 1933; Burns 36-1110; Baldwin 8708.
 9/ 1 Rev. Stat. 1852, Acts 1857; Burns 49-3317; Baldwin 5519.
 10/ 1 Rev. Stat. 1852, Acts 1875; Burns 49-3311; Baldwin 5509.
 11/ 1 Rev. Stat. 1852, Acts 1911; Burns 49-3309; Baldwin 5508.
 12/ 1 Rev. Stat., 1852, Acts 1875; Burns 49-3311; Baldwin 5509.

Surveys and Reports

335. SURVEYOR'S RECORD, 1887--. 103 vols.

Records of surveys, showing names of land owner, ditch, township, and witnesses; section and range numbers; bearings; distances; and directions. No index. Hdw. 100 pp. 6 x 4 x $\frac{1}{2}$.

336. FIELD NOTES AND MAPS, 1853-54. 1 vol.

Transcripts of original field notes of Warren County, showing name of project, measurements, and surveys. Arr. by twp., range, and sec. nos. Hdw. 100 pp. 20 x 14 x $\frac{1}{2}$.

337. SURVEYOR'S DITCH RECORD Clean out, 1888-1907. 1 vol.

Record of repairing of ditches, showing names of land owner, ditch, and township; date; amounts of benefits, assessments, and bond; location and description of land; section and range numbers; and acreage. No index. Hdw. 214 pp. 18 x 12 x 2.

338. GRAVEL ROAD, DITCH, AND BRIDGE SPECIFICATIONS, not dated.

4 file boxes (A-Z).

Gravel road ditch and bridge specifications, showing date; names of road, ditch, bridge, and bidder; and estimated cost of construction. Indexed alph. by names of subjects. 16 x 11 x 27.

Maps

339. WARREN COUNTY, not dated. 1 map.

Political and communications map, showing townships, towns, land possessions, and names of owners. Published in Danville, Ill., by Illinois Blueprint and Supply Co. Black and white. Scale:

1 7/16" to 1 mi. 36 x 36.

340. STANDARD ATLAS OF WARREN COUNTY, INDIANA, 1904. 50 pp.

Political and geographical map, showing townships, sections, ranges, cities, towns, railroads, interurbans, and creeks. Drawn by Geo. A. Ogle, Chicago, Ill. Black and white. Scale varies. 14 x 18.

341. ROAD MAP OF WARREN COUNTY, 1917. 1 map.

Communications map, showing highways and roads. Colored. Scale: 2 1/8" to 1 mi. 60 x 60.

342. BRIDGE ABUTMENTS, HIGHWAYS, AND DITCHES, 1925-27.

60 blueprints and profiles.

Blueprint drawings, showing details of highways, bridges, and ditches in profile. Drawn by surveyor, Williamsport, Ind. Blueprint. Scale not given. 22 x 30; ~~24 x 36~~.

XXV. HIGHWAY SUPERVISOR

The highway supervisor of Warren County is appointed by the board of commissioners under the authority of an act of 1833 and serves at the will of the board. The board may appoint the surveyor or any other person to the office; in the event they do not make such appointment, the duties are performed by the surveyor without additional compensation. In Warren County the board of commissioners has appointed an extra officer to serve as highway supervisor. 1/

From 1879 to 1913 the board of commissioners was constituted by the legislature a board of turnpike directors for the management and control of county highways. 2/ This board was abolished by an act of 1913 and the office of superintendent of highways was created. This officer was appointed by the board of commissioners and placed in charge of highways. 3/ This office was abolished in 1933 4/ and the duties of the superintendent of highways transferred to the surveyor, 5/ unless the board of commissioners appoint a highway supervisor. 6/

The highway supervisor has general charge of the repair and maintenance of county highways, bridges, and culverts; 7/ maps all highways, dividing the roads into districts, giving each road a separate name or number and setting forth the length and character of each road and the kind and volume of traffic, for the purpose of uniform maintenance; 8/ exercises police power in the control of highways and may fix the limit of loads for any highway, bridge, or culvert; 9/ establishes standards for maintenance according to topography, nature, and volume of traffic and the availability of

repair materials; and makes a complete itemized estimate of the cost of repair and maintenance of highways, bridges, and culverts for the annual budget. 10/

The records of the highway supervisor are maps of the highway system made by him; 11/ reports of work in progress; 12/ monthly reports to the board of commissioners of all work done; and an annual report of his work with a complete statement of all expenditures under his supervision. 13/

All the records are located in the courthouse.

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- 1/ Acts 1933; Burns 36-1110; Baldwin 8703.
 - 2/ Acts 1879, ch. 115, sec. 1.
 - 3/ Acts 1913, ch. 330, sec. 1.
 - 4/ Acts 1933; Burns 36-1113.
 - 5/ Acts 1933; Burns 36-1110; Baldwin 8703.
 - 6/ Acts 1933; Burns 36-1101, 36-1102, 36-1110; Baldwin 8699, 8700, 8708.
 - 7/ Ibid.
 - 8/ Acts 1933; Burns 36-1109; Baldwin 8707.
 - 9/ Acts 1933; Burns 36-1102; Baldwin 8700.
 - 10/ Acts 1933; Burns 36-1103; Baldwin 8701.
 - 11/ Acts 1933; Burns 36-1109; Baldwin 8707.
 - 12/ Acts 1933; Burns 36-1106; Baldwin 8704.
 - 13/ Acts 1933; Burns 36-1104; Baldwin 8702.

343. HIGHWAY SUPERVISOR'S LEDGER, 1913--. 9 vols. (2-5, 9-13).

Vol. 1, 1914-15, vols. 6-8, 1924-23, missing.

Record of expenditures for free gravel roads, showing amounts expended for road materials and for labor, names of workers, nature of service, hours worked, rate per hour, and total amount. Arr. chron. Hdw.

275 pp. 17 x 16 x 2¹/₂. 7 vols., 1916-31, Aud. vt., 1st floor; 2 vols., 1932--, Hi. Sup. off.

Highway Supervisor

(344-347)

344. HIGHWAY SUPERINTENDENT'S DISTRIBUTION LEDGER, 1932--.

1 vol. (3). Vols. 1-2 prior to 1932, missing.

Record of appropriated funds and expenditures, showing name of fund, amounts appropriated and expended, purpose, and balance. No index.

Hdw. 200 pp. 14 x 12 x 2 $\frac{1}{2}$. Hi. Sup. off.

345. WEEKLY MAINTENANCE REPORT HIGHWAY DEPARTMENT, 1932--.

12 vols.

Record of labor cost on maintenance of free gravel roads, showing names of laborers, nature of service performed, number of days worked each week, total number in month, hours worked, rate per hour, and total expenditures. No index. Hdw. 100 pp. 9 x 11 x $\frac{1}{2}$. Aud. vt., 1st floor.

346. HIGHWAY REQUISITION, 1935--. 1 vol.

Requisitions for highway materials, supplies, and equipment, showing date of requisition; name of vendor; kind; amount, and date material wanted; unit number; and signature of highway superintendent. Arr. chron. Typed. 162 pp. 9 x 12 x $\frac{1}{2}$. Aud. vt., 1st floor.

347. HIGHWAY SUPERVISOR'S EMERGENCY PURCHASE ORDERS, 1935--.

1 vol.

Record of emergency orders for materials and supplies, showing date; name of vendor; kind, amount, and cost of material; and date purchased. Arr. chron. Hdw. 240 pp. 8 x 9 x 2. Aud. vt., 2nd floor.

Highway Supervisor--Maps

(340-352)

348. HIGHWAY SUPERVISOR'S DELIVERY ORDERS, 1935-36. 1 vol.

Record of materials and supplies delivered before requisition could be sent through and approved, showing date, amount and kind of material, price agreed upon, and requisition and order numbers.

Arr. by order nos. July 10-July 16, 1935, hdw.; Mar. 23-Apr. 19, 1936, typed. 15 pp. 8 x 9 x $\frac{1}{2}$. Aud. vt., 2nd floor.

Maps

349. MAPS OF BENTON COUNTY, INDIANA, 1926. 1 map.

Political and communications map, showing township and land section divisions, acreage, sections, ranges, and owners' names. Drawn by Don Heaton, Benton County. Black and white. Scale: $1\frac{1}{2}$ " to 1 mi.

34 x 35. Hi. Sup. off.

350. HIGHWAY MAP OF TIPPECANOE COUNTY, INDIANA, not dated. 1 map.

Communications map, showing all highways and roads. Black and white.

Scale not given. 25 x 32. Hi. Sup. off.

351. TOWNSHIPS OF WARREN COUNTY, not dated. 1 map.

Political map, showing township divisions. Black and white. Scale not given. 39 x 33. Hi. Sup. off.

352. ROAD MAP OF WARREN COUNTY, not dated. 1 map.

Communications map, showing all highways and roads in county. Drawn

by P. T. Martin. Colored. Scale: $2\frac{1}{2}$ " to 1 mi. 62 x 62. Hi. Sup. off.

(Next entry 353, page 163)

XXVI. AGRICULTURAL AGENT

The agricultural agent of Warren County is appointed by the director of agricultural extension service of Purdue University, subject to the approval of a state board, entitled county agricultural agent board, under the authority of an act of 1913, as amended in 1937. His qualifications are prescribed by the board, and his salary is paid from a state fund through Purdue University. 1/

The office of county agent, commonly called agricultural agent, was created in Warren County in 1920. This agent was appointed annually by Purdue University, subject to approval of the state and county boards of education, upon petition by residents of the county. The state paid part of his salary. 2/

The duties of the agricultural agent, under the supervision of Purdue University, are to cooperate with farmers' institutes, farmers' clubs, and other rural and civic organizations; to conduct practical farm demonstrations, boys' and girls' clubs and contest work, and other movements for the advancement of agricultural and country life; to give advice to farmers on practical farm problems; and to aid the superintendent of schools and the teachers of the county in giving practical education in agriculture and domestic science. 3/

The records of the agricultural agent consist of reports of his activities, to Purdue University, under its direction.

All the records are located in the agricultural agent's office.

Agricultural Agent--Maps

(353-355)

1/ Acts 1913, 1923, 1927, 1937; Burns, 1937 suppl., 28-4911; Baldwin, 1937 suppl., 6457.

2/ Acts 1913, ch. 24, sec. 12.

3/ Acts 1913, 1923, 1927, 1937; Burns, 1937 suppl., 28-4911; Baldwin, 1937 suppl., 6457.

353. TUBERCULOSIS RECORDS OF WARREN COUNTY, 1930--.

1 file box.

Record of blood tests on cattle to determine symptoms of tuberculosis, showing names of inspector and owner, address of owner, date of test, breed of cattle, number inspected, and result of test. Indexed alph. by names of owners. 6 x 9 x 16.

354. PERMANENT 4-H RECORDS, 1929--. 1 file box.

Record of 4-H Club membership and activities, showing names of members, local leader, and township; address and date of birth of member; date and kind of project; participation in exhibits; and amount awarded. Indexed alph. by names of members. 6 x 9 x 16.

Maps

355. WARREN COUNTY, not dated. 1 map.

Political map, showing township sections, land divisions, and names of owners. Published in Danville, Ill. by Illinois Blueprint Co. Black and white. Scale. 1 3/8" to 1 mi. 36 x 36.

